

Portage County Combined General Health District

FINANCE DIVISION JOB POSTING



Position: Account Clerk
Division: Finance Division
Classification: Full Time; non-exempt – 120 days probationary period.
Work Schedule: Monday – Friday 8am- 4:30pm: May require some weekend and evening work.
Salary Range: \$16.00- \$25.00 per hour. Commensurate with experience.
Reports To: Branden Burns, Director of Finance

Why Work Here? Be Valued!

As a public service agency, we know our greatest assets are the people behind the service. We recognize the value of our employees through a fun work environment, competitive pay, continuous professional development opportunities and an amazing benefits package. Portage County Health District is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.

The Portage County Health District's Mission is to **promote** public health, **prevent** disease, and **protect** the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

Portage County Combined General Health District benefits:

- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, an employee assistance program and more!
- Life insurance, short- and long-term disability options are also offered.
- Vacation time, personal time, sick time, and paid holidays.
- OPERS retirement system for State of Ohio employees. The employee contributes 10% of their salary and PCHD contributes 14% of the employee's salary. Visit the OPERS website for more information.
- Employee Wellness Programs
- Tuition Reimbursement, and much more!

Job Description:

- Routine input of financial transactions in database and reconciling of accounts in a timely manner. Gather, verify, balance, adjust, record, and file financial data. Resolve discrepancies. Extract reports out of MUNIS or other databases.
- Work with all grant coordinators within divisions to prepare grant budgets. Assist Director of Finance to confirm grant budget to Munis appropriations. Prepare and submit to grantor agency required fiscal reports in accordance with established guidelines.
- Assists with other agency programs fiscal reporting and maintenance. Assists environmental division with cost methodologies.
- Accounts Payable and vendor file maintenance. Prepare Purchase Order (PO) Requisitions for Director of Finance approval. Maintain POs for agency programs payments. Prepare invoices for payments. Submit invoice batch to Health Commissioner/Director of Finance for approval.
- Assist Director of Finance with monthly balancing and Annual Financial Report for State of Ohio
- Serves as account representative for various vendors. Ensures accuracy of invoices and reporting.
- Collaborates with environmental staff to maintain knowledge and records of the WPCLF program. Assists with NDS income qualifications and serves as a point of contact for the program. Assists with creating packets, contract signing, financial documentation and communication between organizations and homeowners.
- Other duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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Organizational Duties:

- Participate in quality improvement team projects and quality improvement training initiatives as applicable/ required and incorporate the principles of quality improvement into daily work activities.
- Participates in public health emergency activities as needed.
- Incident Command System/National Incident Management System training.
- Attend and participate in agency training, events, and activities.
- Gather and organize documents to satisfy public records requests or other reporting obligations.

Requirements:

- Post secondary education preferred.
- Advanced Bookkeeping and Governmental accounting experience preferred.
- Experience with GMIS and MUNIS preferred.
- Grant writing and management experience preferred.
- Must have extensive experience using Microsoft Office.
- Strong written and verbal communication skills
- Clerical and data entry experience required.
- Excellent organizational and time-management skills
- Ability to proofread documents for content, grammar, and spelling.
- Ability to maintain confidentiality.
- Ability to work autonomously and meet deadlines.
- Valid driver's license and insurance.
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

Pre-Employment Testing Requirements:

Criminal Background Check and Pre-employment Drug Testing

Work Environment:

General office setting in the Health District facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other office equipment. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Apply:

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

Deadline for Applying: Open until filled.

All applicants offered positions with PCHD must submit to and pass a background check and drug screen before beginning work. Applicants with disabilities may contact Sarah Meduri, Director of Personnel and Administrative Services at Smeduri@portagehealth.net or 330-296-9919 ext. 109 to request and arrange accommodations.

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