



www.allencountypublichealth.org
Allen County Combined Health District

Position Available
Director of Finance and Human Resources

Service Area: Administration

Reports to: Health Commissioner

Salary: Pay Range 30 (\$26.23/hour)

Under general direction of the Health Commissioner, The Director of Finance and Human Resources directs financial aspects of the health district ensuring transparent, sound, and stable fiscal management. Ensures compliance with applicable federal and states laws and rules, Board of health adopted policies and regulations, and grant requirements. Oversees agency human resources operations in coordination with other administrative staff.

Sample Job Responsibilities:

- Creates and maintains alignment with the agency's Cost Allocation Plan to guarantee efficient and effective use of funds.
- Prepares annual agency budget in coordination with the Health Commissioner; establishes and monitors appropriations.
- Ensures fiscal records are accurately recorded and monitored for the purpose of meeting local, state, federal, and grant requirements. Prepares monthly grant expenditure reports.
- Supervises Fiscal Assistant to ensure quality performance.
- Oversees the daily functions of payables, deposits and payroll processing to ensure accountability.
- Prepares financial monthly statements, along with year-end financial statements for the agency and submits them to the Auditor of State.
- Coordinates annual audit conducted by Auditor of the State ensuring compliance with state laws and regulations.
- Communicates financial information to inform decision-making and ensure fiscal transparency.
- Serves as human resource director overseeing personnel related activities such as: coordinating all employee benefits, maintaining personnel files, ensuring proper implementation of HR laws/regulations, and assisting with development of agency policies and procedures.

Qualifications:

- Bachelor's degree in accounting or business administration with 1-3 years government accounting experience preferred; at least 5 years general accounting experience preferred; combination of experiences may be accepted
- Prefer 1-3 years human resources experience
- Advanced skills in use of accounting software and Microsoft Excel
- Valid Ohio driver's license with an acceptable driving record and proof of auto liability insurance coverage required

Working Conditions:

- Occasional overtime, evening and weekend hours may be required
- Occasional Travel within/outside the district.

Benefits: Paid holidays, vacation, public retirement system

Applicants interested in the position may submit a cover letter and resume to: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or jobs@allenhealthdept.org. Deadline for applications is 12/29/2020 or until filled.

Posted: 12/11/2020

Allen County Public Health is an Equal Opportunity Employer



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