



[www.allencountypublichealth.org](http://www.allencountypublichealth.org)  
Allen County Combined Health District

## Position Available Part-time Fiscal Assistant

Approximately 27.50 hours/week

**Service Area:** Fiscal and Human Resources Office

**Reports to:** Director of Finance and Human Resources

**Salary:** Pay Range 22 (\$19.40/hour)

Under general supervision of the Director of Finance and Human Resources, the fiscal assistant processes payroll, deposits, payables and receivables and will utilize problem solving skills when reconciling and entering accounting information.

### Sample Job Responsibilities:

- Process accounts payable, verify purchase approvals, request purchase orders, new vendor requests.
- Process bi-weekly payroll, verify and enter payroll transactions utilizing accounting software, while ensuring accuracy and compliance with personnel policies.
- Monitor, reconcile and report monthly billing and account receivable information and assist the billing clerk

### Qualifications:

- Bachelor's degree in accounting or related field preferred; Associates degree with 5-10 years' experience may be considered.
- A minimum of 3 years of accounting experience with governmental accounting preferred
- Must have a strong understanding of Excel and general accounting software.
- Must have high level of attention to detail.
- Excellent communication skills –written and oral.
- Valid driver's license with an acceptable driving record and proof of auto liability insurance coverage required.

### Working Conditions:

- Travel within and outside the district sometimes required.

**Benefits:** Paid holidays, paid vacation, paid sick leave, public retirement system.

Submit cover letter and resume by April 23rd to: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org)

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