



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 May 17th to: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or jobs@allenhealthdept.org

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