

DISTRICT HEALTH DEPARTMENT NO. 2 Job Posting

Job Classification: Full-Time Senior Bookkeeper – AFSCME Union Position
Base Site: West Branch
Grade: 6
Rate of Pay: Starting: \$16.46 – Step 5: \$20.39

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

General Summary

Under the supervision of the Finance Administrator, performs a variety of bookkeeping tasks such as recording monies received, balancing accounting records, compiling data for various reports, continuous quality improvement audits, and providing information concerning the status of accounts to authorized individuals.

Duties

- Receipts in agency revenue and reconciles revenue entered by other staff in the computer.
- Enters invoices, purchase orders, cash receipts, timecards, travel vouchers, payroll deduction checks and other financial data into the computer system.
- Processes timecard and travel voucher data entered into the system for payment.
- Reviews the entry of data, identifying and correcting errors in appropriate journals following defined procedures.
- Prepares adjusting journal entries to correct any expenditure charges or revenue that may have been incorrectly posted.
- Prepares a monthly expenditure report for the Board of Health listing checks and a brief description in sequential order.
- Conducts asset inventory.
- Prepares monthly Financial Status Reports (FSR) for state funded programs for reimbursement of expenditures to the Michigan Department of Health and Human Services.
- Runs and prints a variety of regular and special reports such as revenue reports, expenditure reports and balance sheets as requested.
- Prepares a variety of reports for submission to the Board of Health, health department administration and the Michigan Department of Health and Human Services, which includes monthly revenue and expenditure reports and financial status reports.
- Ability to work professional, independently and/or with a team and demonstrate cultural competency in a nonjudgmental manner.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time. Job duties must be performed ethically and confidentially.

Education/Training

Possession of an associate degree in accounting or related field required, bachelor's degree preferred. Additionally, two (2) years of accounting experience involving computerized accounting, preferably in a governmental setting, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Other Requirements

Possession of a valid Michigan driver's license; own means of transportation.

Applications are available at District Health Department No. 2 offices and on our website at www.dhd2.org. Submit application/resume to District Health Department No. 2, 630 Progress, West Branch, MI, 48661 or e-mail your application and resume to vsherosky@dhd2.org. This position will be posted until May 7, 2021.

District Health Department No. 2 is an Equal Opportunity Employer