DISTRICT HEALTH DEPARTMENT NO. 2

Title Finance Coordinator

Position Type: Full-Time | Non-Exempt | AFSCME

Location: Onsite | Harrisville, or West Branch, Michigan

Pay Rate: $28.54/hour

Why Join Us?

Our mission is to provide leadership in promoting environmental and personal health through health promotion, disease detection, disease prevention, education, and regulation.

- Meaningful, mission-driven work
- Collaborative and supportive team environment
- Comprehensive benefits package including MERS retirement with match, health insurance, and paid days off

Make a Difference in Public Health

District Health Department No. 2 is seeking a Finance Coordinator.

In this role, you will provide financial expertise to many internal and external stakeholders to help ensure financial sustainability.

Key Responsibilities

- Plan, assign, review, and coordinate finance operations to ensure compliance with regulatory requirements and adherence to established deadlines.
- Prepare, maintain, and assist with the preparation of monthly Financial Status Reports (FSRs), ad hoc financial reports, adjusting journal entries, account reconciliation and audit-related documentation.
- Prepare, review, and maintain accurate financial records, statistical data, reports, and correspondence.
- Prepare and provide financial information for leadership, Board members, auditors, local and state agencies.
- Utilize accounting software, spreadsheet applications (including advanced spreadsheet development), and other financial management systems to analyze, manage, and report financial data.
- Apply high level independent judgment in analyzing financial data, resolving discrepancies, and implementing corrective actions consistent with policies and generally accepted accounting principles (GAAP), and generally accepted privacy principles (GAPP).
- Maintain internal controls, segregation of duties, and established checks and balances to safeguard organizational assets and ensure compliance with privacy and accounting standards.
- Occasional travel to other agency office (Mio, Harrisville, Tawas) and training opportunities with established partners.

What We're Looking For

Minimum Qualifications:

- Bachelor's degree in Accounting or Business Administration
- Proficiency with Microsoft Office and general computer systems
- Reliable transportation; and valid Michigan driver's license and proof of insurance (if driving for work)

Preferred:

- Prior experience in public or private finance department
- CPA preferred but not required

Work Environment & Physical Requirements

This position primarily works in clinic and office settings, with travel to community locations. Responsibilities may include:

- Standing, bending, and moving throughout clinic or home environments
- Occasional lifting up to 25 pounds
- Exposure to bloodborne pathogens (Category A) with full OSHA-compliant protections in place
- Participation in emergency response activities as needed

How to Apply

If you're ready to advance your public health career while making a lasting community impact, we encourage you to apply. Applications are available at District Health Department No. 2 offices and on our website at www.dhd2.org.

Submit application and resume to:

Email:	**OR**	Mail / Dropoff:
aspiot@dhd2.org		District Health Department No. 2 630 Progress St. West Branch, MI 48661

Note: An application must be completed prior to interview.

Equal Opportunity Employer

District Health Department No. 2 is an Equal Opportunity Employer committed to building a diverse, inclusive, and culturally competent workforce.

This position will remain posted until filled.