

## **External Job Posting**

**Posted Date: October 11, 2019 Posting Close Date: October 23, 2019 at Noon**

**Position: Accountant**

**Employment Status: Non-Exempt, Full time (40 hrs/wk)**

**Wage: Hourly, commensurate with qualifications and experience.**

### **General Qualifications (including but not limited to):**

Bachelor's Degree in Accounting with two years of accounting experience. College internships may be considered in meeting the minimum years of experience requirement. Experience in Federal and State accounting preferred.

Other qualifications include, but not limited to: Strong computer skills to include the proven ability to quickly utilize business software for fiscal and grant accounting. High degree of skill and efficiency using MS Office applications, i.e., Word, Excel, and PowerPoint. Strong customer service skills with the ability to communicate effectively, both orally and in writing.

### **Essential Functions of the Position include but are not limited to:**

- Assist in the development, implementation, and utilization of internal controls system
- Assist in developing financial policies and procedures to assure compliance with applicable local, state, and federal statutes, regulations.
- Assists with tracking the financial performance of the agency and its programs
- Ability to research, track, and resolve accounting problems related to work assignments.
- Assists in developing and monitoring the agency and program annual budgets in accordance with local policies and procedures.
- Ensure accuracy of financial reports and statements using applicable accounting principles (e.g. Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) principles, etc.).
- Assists in assuring the expenditure of Federal award funds are allowable in accordance with the terms and conditions of the Federal award and with the Federal Cost Principles in 45 CFR Part 75 Subpart E; and State award expenditures are allowable in accordance with the Ohio Department of Health Grants Administration Policies and Procedures (OGAPP) and other applicable guidance.
- Assist in assuring agency assets and resources are used solely for authorized purposes in accordance with local, state, and federal guidelines.

## **How to Apply**

Interested applicants will apply by completing the Medina County Health Department Employment Application located on our website at [www.medinahealth.org](http://www.medinahealth.org) and returning it to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to [hr@medinahealth.org](mailto:hr@medinahealth.org) no later than Noon on October 15, 2019 EOE.