

ST. CLAIR COUNTY HEALTH DEPARTMENT

Position Title: Accounting Coordinator
Pay Grade: C-2
Division: Administration

Salary Range: \$35,100-\$41,600
FSLA: Non-Exempt
Union Status: Non-Union

POSITION SUMMARY

With minimal direction and supervision, this position coordinates the completion of assigned internal accounting functions, assists with staff guidance and training, and provides coverage for accounting tasks in the absence of staff assigned to particular functions. Areas of responsibility may include, but are not limited to, accounts payable, accounts receivables, purchasing, payroll, grant reporting, preparation of financial reports, and other accounting functions as assigned by the Accounting Manager.

SUPERVISION EXERCISED

The position provides no direct supervision of Health Department staff.

SUPERVISION RECEIVED

The position is essentially self-directing with minimal supervision by the Director of Administration.

ESSENTIAL FUNCTIONS:

1. Prepares grant and program billings and reports as assigned for supervisory approval.
2. Researches, orders, receives, distributes, processes for payment and tracks requests for supplies, services, travel, equipment, and grant-related contracts for supervisory approval.
3. Prepares deposits, inputs revenue/cash receipt information into County's financial reporting systems, and prepares revenue reports for supervisory approval.
4. Audits, prepares, and processes time keeping and payroll reports for supervisory approval.
5. Provide support to assigned Division/programs and participates in ad hoc events as required by the Health Department.
6. Applies accounting principles to completion of financial entries and reports for supervisory approval.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any Supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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JOB REQUIREMENTS AND QUALIFICATIONS

A working knowledge of the principles and practices of business and accounting

The ability to exercise initiative and organize tasks for timely and accurate completion

A Bachelor's Degree in Business, Business Administration, or Accounting from an accredited four (4) year college or university and two (2) years of responsible accounting experience
OR an Associate Degree in Business and/or Accounting with four (4) years responsible accounting experience

Must have working knowledge of accounting software (i.e., New World Financial System, Peachtree, QuickBooks, etc.) and various computer programs, including Microsoft Word and Excel

ESSENTIAL PHYSICAL/COGNITIVE ABILITIES:

The ability to sit, flex, stand, reach, and bend.

The physical strength to lift, carry, and transport materials/equipment that are equivalent to thirty-five (35) pounds.

Visual acuity, auditory ability, and clear written and verbal communication ability.

Manual dexterity and the ability for data input into various computer programs.

The ability to maintain professional behavior at all times.

SPECIAL REQUIREMENTS

The ability to work necessary hours to meet the position requirements, including evenings and/or weekends as assigned.

A dependable automobile for use in position.

Adequate auto insurance in effect as well as a valid Driver's License to reimburse mileage expenses for driving personal vehicles on County business.

Adherence to all local, state, and federal regulations pertaining to OSHA guidelines.

All employees in a union exempt position must adhere to the St. Clair County Personnel Code.