

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

| | |
|--------------------------------------|---|
| Job Title | Fiscal Clerk |
| Team | Administration |
| Supervisor | Director of Finance |
| Director | Health Commissioner |
| Positions Supervised | None |
| Programs | All health department programs |
| Funding Sources | Levy, health fund, various grant funds |
| Civil Service and FLSA Status | Classified, non-exempt, hourly |
| Appointment Status | Full time, 40 hours per week |
| Grade/Classification | 18 |
| Insurance Benefits | Eligible for full benefits |
| Leave Benefits | Eligible for vacation, sick, personnel, holiday |
| Pay Range | \$17.51 to \$24.53 per hour |
| Regular Hours | Monday through Friday 8:00am to 5:00pm, may vary from time to time depending on agency need |
| Date Posted | 05/16/2025 |
| Candidate Review | Rolling basis starting 05/23/2025 |

JOB SUMMARY

The Fiscal Clerk is responsible for supporting the fiscal operations of the agency including accounts receivable/payable functions, payroll functions, financial control compliance, fund and grant management, billing and invoicing, vendor management, and reconciliation of accounts.

EDUCATION & QUALIFICATIONS

This position requires a high school diploma with coursework and experience in accounting, finance, audits, and budgets and at least two (2) years of experience in accounting, finance, audits, and budget management. An associate's degree in business administration, finance, accounting, or a closely related field with at least five (5) years of experience in accounting, finance, audits, and budget management is strongly preferred. Experience with accounts payable, accounts receivable, payroll, medical billing, and financial software packages is preferred. An employee is eligible for advancement from Fiscal Clerk 1 to 2 following at least one year of service in this position or a similar position at the agency.

ESSENTIAL FUNCTIONS

The Fiscal Clerk collects daily deposits, checks for accuracy, and makes deposits; prepares and submits pay-in for the County Auditor and Treasurer; ensures that revenue is being distributed to the appropriate funds; ensures that expenses are attributed to the appropriate funds; makes payments to vendors and invoices on County warrant; maintains purchase requisitions and purchase orders; sets up new vendors; pursues the best pricing on goods and supplies; maintains and coordinates all agency purchasing; reconciles purchasing with grant funds; prepares fiscal reports, records, analyses, and/or documentation (including but not limited to internal management reports, budget forecasts, cost analysis studies, revenue and expenditure comparisons,

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



personnel and payroll reports, and grant reports); works with medical billing staff to maximize revenue and minimize denials; assists other leadership team members with plans and coordinates/monitors fiscal operations; assists in developing fiscal goals and objectives for the agency; assists in the management of benefits and employee fringes; attends meetings with the County Auditor and County Treasurer; ensures compliance with federal and state laws; helps to coordinate and response to fiscal audits; assists in the preparation of the annual budget; maintains statistics of program activities and prepares reports for the Health Commissioner and other leadership team members; helps to prepare federal, state, and local grant expense reports.

The Fiscal Clerk also assists in the search for and application of grants and donations; assists with public health accreditation; participates in emergency preparedness exercises; and works on emergency preparedness response in a variety of roles; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; knowledge of Generally Accepted Accounting Principles (GAAP); training or experience in accounts payable, accounts receivable, budget analysis, payroll preparation and processing, purchasing, and accounting; knowledge of supervisory principles and practices, office practices and procedures, and office management; exceptional knowledge and use of English grammar, spelling, written format and punctuation; knowledge of cash-basis bookkeeping; basic knowledge of governmental accounting; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; principles and practices of grant management; collection of data/research and analysis of statistics; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have a current driver's license valid in the state of Ohio and access to a personal automobile. Must provide personal transportation to work locations.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote work as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.