



Public Health
Prevent. Promote. Protect.
Greene County

Greene County Public Health

Melissa Howell, MS, MBA, MPH, RN, RS, Health Commissioner
Kevin L. Sharrett, MD, Medical Director

ACCOUNTING PROGRAM MANAGER

Department: Administration
Type: Full time, salaried, exempt
Date Posted: Tuesday, September 28, 2021
Rate: \$1,799.03 - \$2,896.72/bi-weekly
Application Deadline: October 15, 2021, 4:00 p.m.
Probationary Period: 180 days

Job Duties:

Collect, analyze, and report financial information and prepare financial reports to determine or maintain record of assets, liabilities, and/or other financial activities within an organization. All health district team members have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Greene County Public Health Emergency Response Plan.

Minimum Qualifications:

Bachelor's degree in accounting, business administration or healthcare management with three years' experience or master's degree in accounting, business administration or healthcare management and one year of experience.

Microsoft Office and valid driver's license required.

Work Schedule:

Monday through Friday 8:00 a.m. – 4:00 p.m., with one-hour unpaid lunch. Work hours, days and times will vary based on the work requirements.

Benefits:

Greene County Public Health offers vacation, holidays, personal leave, sick leave, tuition reimbursement, EyeMed vision, United HealthCare dental, life and medical, Ohio Public Employees Retirement System (OPERS), County Commissioners Association of Ohio Deferred Compensation and Ohio Deferred Compensation.



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Contact Information:

For general questions regarding the position, please contact:

Human Resources

(937) 374-5620

jalfaro@gcph.info

To be considered for this position, please submit application, or resume and cover letter by 4 p.m., Friday, October 15, 2021, to:

- Health Commissioner
- Greene County Public Health
- 360 Wilson Drive
- Xenia, Ohio 45385
- jalfaro@gcph.info
- (937) 374-5699 fax
- AA/EEO

Additional Information:

Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete a criminal background check.

360 Wilson Drive • Xenia, Ohio 45385
(937) 374-5600 • toll free (866) 858-3588 • Fax (937) 374-5675
www.gcph.info