



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

ACCOUNT CLERK

Department: Administration
Type: Full time, 35 hours/week
Date Posted: May 3, 2021
Rate: \$16.98 - \$29.31/hour
Application Deadline: May 10, 2021
Probationary Period: 180 days

Job Duties:

Performs moderate numerical calculations involving cashiering, accounts payable/receivable, reconciling accounts; electronic claims submission; program billing, and/or other applications. Records financial transactions daily and submits all program generated income to the treasurer's office. Ensures financial reports are completed properly and on time. Maintains supply inventory. Processes mail and package deliveries. Assists in internal and external audits. Issue birth and death certificates, burial, and environmental permits. Runs errands to auditor's officer, treasurer's office, and post office. Provides excellent customer service to internal clients and external clients.

Minimum Qualifications:

High school graduate or GED with a minimum 12 months accounting, bookkeeping, or related field experience Microsoft Office, and valid driver's license required. Associate degree in accounting preferred. Combination of equivalent education, training and/or experience will be considered.

Work Schedule:

8 a.m. – 4 p.m., Monday through Friday with one-hour unpaid lunch.

Benefits:

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

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



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Contact Information:

For general questions regarding the position, please contact:

Susan Martin, Executive Assistant
(937) 374-5631
smartin@gcph.info

To be considered for this position, please submit resume and cover letter by 4 p.m., Monday, May 10, 2021, to:

Health Commissioner
Greene County Public Health
360 Wilson Drive
Xenia, Ohio 45385
smartin@gcph.info
(937) 374-5675 fax

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.



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