Accountant E.O.E.*

District Health Department #10 seeks a Full-time Accountant. This position will be based in Newaygo County.

Duties:

- Prepare journal entries and documents financial transactions.
- Analyze account information.
- Prepares receipts by verifying documentation.
- Prepares financial status reports.

Requirements:

- Bachelor’s Degree in Accounting or related field.
- Prior experience in preparing journal entries and preparing and documenting financial transactions- preferred.
- Proficient in Microsoft Office with emphasis in Excel.
- Ability to import/export files, and advanced skills in creating and applying formulas, tables, charts, and pivot tables.
- Exceptional interpersonal, organizational, and business communication skills.

Submit resume and cover letter by 03/04/2020 to:

DHD #10
Human Resources
521 Cobb St.
Cadillac, MI 49601

or

online at: http://www.dhd10.org/contact-us/join-our-team/

Position will remain open until filled.

*District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran