

Accountant

District Health Department #10 seeks a full time Accountant. This position's base county is Newaygo County.

Duties:

- Prepares journal entries and documents financial transactions.
- Reconciles account and reconciles financial discrepancies by collecting and analyzing account information.
- Prepares receipts by verifying documentation and makes deposits.
- Prepares financial status reports for reimbursement.

Requirements:

- Knowledge of accounting principles and accepted practices as acquired through a 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, with ability to import/export files, and advanced skills in creating and applying formulas, tables, charts, and pivot tables.
- Exceptional interpersonal, organization, business communication and time management skills.

District health provides a competitive benefit package.

Submit resume and cover letter by 09/15/2021 to:

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

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

**** EEO - District Health Department #10 is an equal employment opportunity EEO employer and will not unlawfully discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.***



HUMAN RESOURCES

521 Cobb Street
Cadillac, MI 49601



P: 231-876-3815
F: 231-775-4731



www.dhd10.org



healthdept10