

### Accountant E.O.E.

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.
- Prepares payroll and reports.

#### 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 03/22/2023 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](http://www.dhd10.org)



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