

Account Clerk – Accounts Payable and Accounts Receivable

District Health Department #10 seeks a full time Account Clerk – Accounts Payable and Accounts Receivable. This position's base county is Newaygo.

Duties:

- Prepares invoices for payment by verifying transaction information.
- Maintains accounting ledgers by posting account transactions and reviewing documentation.
- Summarizes deposits by coordinating transfer of funds between banking institutions and prepares journal entry.
- Maintains related files and records and completes data entry using accounting software accurately and efficiently.

Requirements:

- Knowledge of bookkeeping, and accounts payable, and ability to post and verify transactions, at a level normally acquired through completion of an associate degree in business accounting; or a high school degree with one year related experience.

District health provides a competitive benefit package.

Submit resume and cover letter by 10/05/2023 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



healthdept10