



POSITION AVAILABLE

Position: Account Clerk II
Department: Accounting
Office: Administration

Posting Date: August 6, 2021

Hours: Full-time, M - F 8 am - 4:30 pm

Starting Salary: B22/1/ \$20.59- \$22.52/Hour

\$42,827 - \$46,842 Annual

** salary commensurate with relevant work experience*

Minimum Qualifications:

- High school diploma and 3 years' experience in accounting, data entry, and general office procedures. Proficient in Microsoft office suite, including Access and Excel.
- Requires a working knowledge of accounting office practices and procedures
- Ability to key at least 35 wpm
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- Must be detail-oriented with excellent organizational and problem-solving skills
- Strong communication and computer skills

Responsibilities include but not limited to:

- Perform accounting practices and procedures including processing accounts payable, monitor encumbrances and contractual agreements, audit and reconcile vendor statements.
- Prepare or verify cash deposits, enter data into accounting software, prepare required reports and review records for accuracy ensuring compliance with appropriate regulations.
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

PHDMC provides a quality, affordable healthcare benefits package to full time employees, including the following:

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave
- Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings
- Fax, email, or deliver the completed application to Human Resources at:
Public Health – Dayton & Montgomery County Fax (937) 496-3070
117 South Main Street, 2nd Floor humanresources@phdmc.org
Dayton, Ohio 45422

Closing Date to Apply: August 31, 2021 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").