

**POSITION POSTING**

---

**Date Posted:** January 16, 2024  
**TITLE:** Staff Accountant  
**CLASSIFIED:** Full Time; Classified, FLSA Non-Exempt  
**PAY RANGE:** \$24.53 – \$34.33 Per Hour  
180 Days Probationary Period  
**WORK HOURS:** 8:30 A.M. to 4:30 P.M.  
**IMMEDIATE SUPERVISOR:** Assistant Finance Director

**GENERAL SUMMARY DESCRIPTION:**

The Staff Accountant works closely with the Assistant Finance Director to support the fiscal operations of the Health Department, including purchasing, payroll and receipting processes.

**PERTAINING TO ACCOUNTS PAYABLE, PAYROLL AND PAYIN DUTIES:**

- Process all Purchase Requisitions and Prepare all Purchase Orders;
- Processes all invoices and maintains vendor files, including employee mileage and phone reimbursements;
- Gather, prepare and process information for monthly employee mileage from InSite and enter invoicing in Authority Finance;
- Process monthly credit card statement;
- Receives merchandise;
- Prepares Warrants Report for the Board of Health packets;
- Maintains supplies;
- Makes off-site purchases;
- Coordinate and process purchasing of the WCHD Staff Shirts;
- Assist with training of new WCHD staff and overseeing of all submitted purchase requisitions;
- Prepare and process all aspects that relate to payroll;
- Assists in training and overseeing of hours worked into inSite for all current and new employees;
- Reviews & updates all PTO balances & reconciles leave schedule to WCA;
- Prepare, process, and enter into Authority Finance the payroll interface, medicare interface, OPERS interface, FICA interface & Workers' Compensation Expense Entry;
- Update monthly health insurance excel schedule, prepare expense corrections to be sent to WCA, and enter expense correction entry into Authority Finance;
- Prepare and process all employee payouts due to resignation or retirement;
- Update excel schedule for Board Members Meeting attendance & process in payroll;
- Prepare, process, and submit all payroll related reports, including Labor Statistics report;
- Assist with processing employee FMLA requests and reports;
- Processing of prior service credit for vacation accrual and sick leave credit;
- Assist with setting up of new employees in Authority Finance and set up of program codes in Authority Finance and PayX;
- Enter in Authority Finance completed entries for payin corrections & expense corrections;
- Enter daily payin detail into Authority Finance & scan and save to the network;

## MINIMUM EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree in accounting or other related field;
- Ability to work with accounting and billing information and understand budgets;
- Coursework in modern office practices and procedures, or computer-related field, or medical billing, or typing;
- Must have strong organizational skills, strong analytical thinking abilities, work independently, have the ability to multi-task, and be able to meet deadlines.
- Experience working in federally qualified health center strongly preferred.
- Knowledge of and adherence to GAAP.
- Must be proficient in the use of computer using Microsoft Excel, Word, accounting software, and email.
- Must successfully pass background check.
- Must possess a valid Ohio driver's license and reliable transportation.
- Must be able to provide proof of automobile insurance.
- COVID-19 vaccination or eligibility for medical or religious exemption required.

NOTE: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

### SUBMIT RESUME, COVER LETTER AND APPLICATION TO:

Julie Kaufman  
1840 East Gypsy Lane Rd  
Bowling Green, Ohio 43402  
419-352-8402 X 3230  
[jkauffman@woodcountyohio.gov](mailto:jkauffman@woodcountyohio.gov)

DATE SUBMITTED BY: Until Filled- Interviews will occur on a rolling basis.

**Note: A signed and notarized employment application must be submitted to be considered for employment with the Wood County Health Department. Resumes submitted without an Employment Application will not be considered a complete application for employment. Application Link:**

**<https://www.co.wood.oh.us/commissioners/employment/Application%202022.pdf>**

Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.