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| **Job Title:** | ***Accounting Clerk*** | **Job Category:** | *Clerical* |
| **Department/Group:** | *Accounting* | **Pay Classification:** | *Non Exempt* |
| **Level/Salary Range:** | *$14.97-17.84* | **Position Reports to:** | *Director of Nursing* |
| **Civil Service Classification:** | *Classified* | **Position Type:** | *Part time – Full Time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision the Account Clerk performs various accounting duties under the supervision of the Director of Nursing.

**Experience and Education Requirements**

Must have a high school diploma or equivalent, an associate degree in accounting is preferred. Minimum of three years of accounting work experience is need or the equivalent in education and work experience. Must have a good working knowledge of Microsoft Office products such as Word, Excel, PowerPoint, etc.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Core Competencies and Essential Duties**

**Public Health Sciences**

1. Establish, maintain, code, modify, track, and/or retrieve information and compile data that may require information, searches through files, contracts, records, computer files, including spreadsheets and/or customized database applications
2. Interview internal and external customers to establish program-specific documentation and/or identify services needed.

**Community Dimensions of Practice**

1. Under general supervision, prepares public health documents and reports
2. Supports relationships that improve community health

**Leadership and Systems Thinking**

1. Adheres to occupational safety and health administration standards relevant to job duties
2. Incorporates ethical standards of public health in work
3. Contributes to development of vision for healthy community
4. Participates in professional development activities
5. Describes ways to improve individual and program performance

**Policy Development and Program Planning**

1. Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
2. Collaborates in the development of and provides clerical/technical and administrative support to departmental quality improvement, performance management, and evaluation activities.
3. Contributes to development of program goals and objectives
4. Able to describe organizational strategic plan
5. Applies strategies for continuous quality improvement

**Communication and Cultural Competency**

1. Answers telephones, screens calls, responds to inquiries and refers callers to appropriate persons
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
3. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
4. Communicates in writing and orally with linguistic and cultural proficiency
5. Facilities communication among individuals, groups and organizations
6. Able to describe the value of a diverse public health workforce

**Financial Planning and Management**

1. Performs numerical calculations involving cashiering, reconciling accounts; electronic claims submission, program billing and/or other applications.
2. Records client’s financial transactions daily
3. Prepares for and assist with external and internal audits
4. Provides fiscal assistance to department director and health commissioner
5. Adheres to organizational policies and procedures
6. Operates within program budget

**Essential Duties**

1. This position will be responsible for using quality improvement processes and/or techniques to improve the effectiveness of the program.
2. Assumes responsibly for personal growth and development by pursuing education, participating in professional committees and work groups and contributing to an environment where continual improvements in practice are pursed.
3. Performs additional duties and assignments, as requested/directed by Director of Accounting.
4. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Health Commissioner**  **Signature:** |  | **Date:** |  |