

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

## REPOSTING POSITION AVAILABLE

**Position:** Account Clerk  
**Position to be filled:** April 30, 2018  
**Salary:** \$30,060.00 annually

**Reports to:** Administrative Services Supervisor  
**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.

### Minimum Requirements:

- High school diploma or equivalent.
- Minimum of one year of related experience including Accounts Payable/Accounts Receivable.
- Ability to efficiently multi-task on a daily basis.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Good customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of databases for data querying and reporting.
- Familiarity with the development and monitoring of budgets.
- Ability to prepare concise and accurate fiscal reports.
- Effective written and oral communication skills.

### Responsibilities:

Will include, but NOT limited to:

- Prepares and processes routine financial documents, grant documents, and program related forms.
- Prepares and maintains purchase order requisitions.
- Prepares, maintains and balances grant records.
- Assist with subgrantee contract administrative duties
- Reviews invoices for accuracy, processes invoices for payment and maintains documentation of invoice payments.
- Prepares and submits fiscal reports per funder and CCBH requirements.
- Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Prepares budget establishments and revisions and updates budget tracking systems.
- Performs related clerical and data entry duties for assigned programs and service area.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
- Participates as requested or needed in the event of any public health emergency.

### **Forward pre-employment application to:**

Human Resources  
Cuyahoga County Board of Health  
5550 Venture Drive  
Parma, Ohio 44130  
Email – [hr@ccbh.net](mailto:hr@ccbh.net)

### **Deadline to Apply: Until position is filled.**

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,  
[www.ccbh.net](http://www.ccbh.net). Please attach your resume.

*Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.*

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