



NEWARK

(740)-349-6535

675 Price Rd.

Newark, OH 43055

PATASKALA

(740) 755-4520

621 W. Broad St.

Pataskala, OH 43062

www.lickingcohealth.org

POSITION POSTING

DATE POSTED: July 2, 2024

POSITION: Finance Manager

QUALIFICATIONS AND REQUIRED KNOWLEDGE:

Under the direction of the Director of Fiscal Services and the Health Commissioner plans, directs, or coordinates the financial activities of the agency. Supervises Accounting, Grants Management, and Billing staff and assures the delivery of quality financial support services to internal and external customers. Acts as liaison between contractors and LCHD and provides updates to the Health Commissioner.

Master's degree in business administration or related field; or completion of bachelor's degree in business, or related course of study with one (1) or more years of work experience related to business administration; or secondary education with supplemental coursework in office practices and procedures; computer experience, and fiscal management with three (3) or more years of work experience and demonstrated ability to supervise or equivalent combination of training and/or experience.

HOURS: 40 hours/week. Some weekends and evenings are required.

SALARY: \$26.00 – \$34.00/Hour

DUTIES:

- Supervises and evaluates employees performing financial reporting, accounting, grants management, billing, collections, payroll, and budgeting duties.
- Coordinates and directs the financial planning, budgeting, procurement, and billing activities of the organization.
- Oversees the accounting and internal control procedures of the health department. Prepares monthly financial reports and reconciliation to County Auditor's reports.
- Develops internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.

APPLICATION PROCEDURES: Open until filled. Please send cover letter, resume, and 3 professional references to:

Taujja Dudgeon

Director of Fiscal Services

Licking County Health Department

tdudgeon@lickingcohealth.org

LCHD is an Equal Opportunity Employer

All successful applicants are subject to a preemployment drug screening