



**Morgan County Health Department**  
4275 N St Rt 376 NW  
McConnelsville, OH 43756  
Phone: 740-962-4572  
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*Posting Date: 11.01.2024*

Morgan County General Health District

**Job Title: Fiscal Specialist**

**Division:** Administration

**Location:** Morgan County Health Department, McConnelsville, OH

**Our Team:** At the Morgan County Health Department, our mission is to provide quality client-centered public health services to enhance the well-being of the entire population of Morgan County. We believe that the greatest wealth of a community is the health of the people and are dedicated to fulfilling our five core values of quality service, knowledge, diversity, collaboration and teamwork.

**Employment Category:** Part-Time

**Hours:** 24 hours per week, 8:00-4:00 occasional evening and weekend hours may be required.

**Pay Range:** Based on experience.

**Grant Funded:** partial

**Benefits:** Benefit package includes enrollment in Ohio Public Employees Retirement System.

**Essential Duties:**

- Performs payroll functions on a bi-weekly basis; reviews timesheets and process for payroll; and provides guidance on timesheet documentation for supervisors and employees.
- Prepare and/or maintain/organize records of employee time, and vacation and sick leave accrual, employee severance/retirement records, employee benefits records, payroll, fiscal analysis, layoff information, narrative reports including analysis of project salary and program costs.
- Analyze invoices and bills, maintain purchase orders, monitor vouchers for payments, prepare Then and Now certificates, and balance ledgers with the Auditor's Office.
- Ensure compliance with applicable agency, state, and/or federal regulations for agency, fiscal, and bookkeeping activities and operations.
- Monitor accounts payable/receivable and account allocation planning.
- Prepare and compile agency budget per accounting guidelines for the Administrator and Board of Health review/approval.
- Prepare and maintain maintenance of records, reports, studies, and/or correspondence related to fiscal activities and operations (e.g., financial statements, funding information, progress reports, inventory reports, financial status information).

- Perform duties as financial coordinator for Medicaid Administrative Claiming (MAC).
- Ensure submission of all medical billing for services performed at MCHD.
- Establish, compile, and implement fiscal policies/procedures.
- Work with Grant Coordinators to monitor/maintain fiscal accountability for grant programs.
- Provide guidance to employees and to leadership related to Workers Compensation procedures and employee benefits.

**Minimum Experience/Qualifications:**

- Associate's degree in a finance field OR five years equivalent experience in finance.
- Knowledge of accounting, auditing, business administration, or financial management of organizations.
- Ability to develop meaningful and concise financial reports.
- Ability to perform budgetary analysis and report findings and recommendations.
- Proficient computer skills, including Microsoft Excel.
- Excellent verbal, written, and customer service skills.
- Must have a valid Ohio driver's license with ongoing proof of auto insurance and be able to travel with reliable transportation.

Cover letters and resumes will be accepted until the position is filled. Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete criminal background checks.

If you would like to be a part of our team, email cover letter and resume to: Jeff Michaels, Administrator at [jeff.michaels@morgancounty-oh.gov](mailto:jeff.michaels@morgancounty-oh.gov), or mail to: Morgan County Health Department, Attn: Jeff Michaels, Administrator, 4275 N St. Rt. 376 NW, McConnelsville, OH 43756.

*The Morgan County Health Department is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision, and the fulfillment of our five core values.*