

Why work here?

As local public health, we protect and promote the highest level of health possible for the communities we serve. Our positive work culture is strengthened by our commitment to making all employees feel valued and respected.

Our values:

- Customer Service
- Communication
- Responsibility and Accountability
- Positive Attitude
- Integrity

What we offer:

- Family-first company culture
- 13 Paid Holidays
- Paid Days Off (PDO)
- 3 Personal Days
- Competitive Insurance – 3 options to choose from
- Dental and Vision
- MERS Retirement Plan
- Professional Development opportunities
- Employer Paid Short/Long Term Disability and Life Insurance
- Weeks 5-12 50% paid Maternity/Paternity leave

Apply Today!

Send Resume to:

<http://www.dhd10.org/contact-us/join-our-team/>

Seeking a full-time organized, detailed oriented, pragmatic, and collaborative Account Clerk to join the finance team based in our Newaygo County Office.

General Responsibilities

- Under general supervision, process invoice payments, and posts and verifies cash receipts.
- Reviews and verifies transactions, computes charges and refunds, and prepares and mails payments.
- Maintains files and records, and ensures confidentiality, integrity and accuracy according to established policies and standards.
- Prepares work to be accomplished by gathering and sorting documents and related information.
- Assists with maintaining accounting ledgers by posting account transactions.

Minimum Requirements

- Knowledge of bookkeeping, and experience in accounts payable, and ability to post and verify transactions, at a level normally acquired through completion of an Associate's Degree in general business; or a High School degree with one year related experience.
- Ability to type accurately and efficiently at least 40 wpm and navigate computerized databases, and complete data entry accurately and efficiently.
- Interpersonal and communications skills to gather and exchange information.
- Able to work independently and make well-informed decisions.
- Exceptional attention to detail and organizational skills, and ability to identify, investigate and reconcile errors.
- Reliable transportation with valid Michigan driver's license and certificate of insurance to travel to other locations for work, training, or meetings.

District Health Department #10 is an Equal Opportunity Employer