

ACCOUNTING MANAGER

The Marquette County Health Department seeks an Accounting Manager. Under the supervision of the Administrative Health Officer, this position oversees the accounting, budgets, and billing processes for the department. This includes supervision and support of the billing staff and the management of the systems used in their operation. Ensures that all financial activity is in compliance of granting rules, federal codes and regulations, GAAP (Generally Accepted Accounting Principles), and is processed, balanced, and reconciled on a monthly basis. Prepares, balances, and maintains the departmental budgets, and the individual program budgets at the state. Prepares and presents financial status reports to grantors, and budget reports to Program Directors and the Board of Health. Participates in departmental administration meetings and assists with overall planning and administration of the department.

Requires a Bachelor's Degree in accounting or finance. Three to five years of progressively more responsible accounting experience. Experience with governmental fund accounting, medical billing, budgeting, and financial systems is preferred.

Starting rate of pay is \$36.39-\$44.40 per hour, plus benefit package. Details and applications are available at www.co.marquette.mi.us or at the Human Resources office, located within the Courthouse Annex building, at 234 W. Baraga Ave., Marquette, MI 49855.

The County of Marquette is an equal opportunity employer that does not discriminate in the basis of race, color, or national origin, age, gender, or disability in its programs or activities.