



Clinton County Health District

Public Health - Prevent. Promote. Protect.

111 S. Nelson Ave. Suite 1
Wilmington, Ohio 45177
info@clincohd.com
937.382.3829

FISCAL CLERK (FULL-TIME) – CLINTON COUNTY HEALTH DISTRICT (POSTED 8/1/2025)

Resumes will be accepted until the position is filled.

Fiscal Clerk position available, 32-40 hours/week. Salary range \$20-24 per hour; contingent on qualifications and experience. Full-Time fringe benefits include PERS, Mandatory Medicare, Workers' Compensation, 13 holidays, paid vacation, and sick leave after 180-day probationary period. Minimum Qualifications: Associate degree preferred in the field of accounting, business/public administration, or 1-3 years of finance-related field experience required. Ability to multi-task. A valid Ohio driver's license with ongoing proof of auto insurance. Proficient in Microsoft Office Suite 365 and general office equipment.

Primary: *(Duties or tasks of programs performed first.)*

- Payroll entry-Assist with payroll entry and updates, leave accrual spreadsheet, earnings reports, and payroll allocations
- Accounts payable-invoice entry and expense reconcile (regular, then and now, special, or P-card), BOH invoice report.
- Budgetary appropriations, transfers, advances and amendments.
- Proficiency in creating, updating, and maintaining spreadsheet reports, including the development of formulas and functions
- Annual Reports- Prepare fiscal reports for Annual Report to the Community, Annual Financial Report (AFR), Ohio AFR(Gateway-OPPD), Schedule of Federal Awards (SEFA)
- Fiscal Reports-assist with budget forecast and budget planning, individual program reports, purchase order reports, update general ledger, YTD reports, grant reports and cost reports.
- Purchasing- requisitions, change orders, vendor maintenance
- Accounts receivable-pay-ins/deposits and daily receipt reconcile.
- Accounts receivable-direct deposits.
- Ensure adherence to internal controls.

Secondary: *(Duties or tasks of programs completed after primary programs have been attended to.)*

- Assist in the management of benefits and employee fringe.
- Assist leadership with fiscal decisions\plans\operations.
- Attend Board of Health meetings.
- Assist with records for financial and program audits.
- Assist in creation and updates to policies and procedures



Equal Opportunity Employer/Provider



Clinton County Health District

Public Health - Prevent. Promote. Protect.

111 S. Nelson Ave. Suite 1
Wilmington, Ohio 45177
info@clincohd.com
937.382.3829

Additional Duties Include:

- Complete administrative duties, including but not limited to, answering, transferring, and responding to phone calls/messages, managing email inquiries, maintaining public relations, using proper research methods in gathering data, performing data entry and management, creating, and managing written and oral communication, records retention, public record requests and using office technology and equipment.
- Work in accordance with established policies, procedures, applicable statutes, and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required.
- Provide customer service support to any program when needed, including but not limited to when a coworker is unavailable (i.e., paid time off, sick time off, surge capacity, etc.).
- Provide education to the public on various public health topics.
- Participate in Public Health Accreditation activities as needed and required, including Performance Management and contribute to a culture of continuous Quality Improvement.
- Participate as requested in the event of a public health emergency.
- Promote diversity, equity, and inclusion in everyday work practices.
- Ensures agency mission, vision, and programmatic success.
- Job duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice at the discretion of the Fiscal Officer, Health Commissioner, or BOH.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI). Email resume, professional references and salary requirements to Fiscal Officer, Cheryl Babb at cbabb@clincohd.com. These items must be sent as requested and will not be accepted through social media. Salary range per hour is contingent on qualifications and experience.

CLINTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



Equal Opportunity Employer/Provider