

NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING

CONTINUOUS POSTING

**ACCOUNTING COORDINATOR / ACCOUNTING SPECIALIST
ACCOUNTS PAYABLE AND CASH RECEIPTS
[Code: ACTAPAR]**

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Does work/life balance appeal to you? Do you like new challenges? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Administration and Accounting Division is accepting applications for a full time (40+ hours/week) Accounting Coordinator or Accounting Specialist (depending on qualifications) to coordinate and perform internal accounting functions associated with Accounts Payable and Cash Receipts and to perform related duties. This position will be based at our District office in Florence but may travel within our region. We could be waiting for YOU!

Status: Full-time exempt (paid weekly salary) merit system position
Classification: Accounting Coordinator or Accounting Specialist
Band: 5 for Accounting Coordinator; 7 for Accounting Specialist
Starting Pay Rate: \$17.58 - \$20.38/Hour for Accounting Coordinator;
\$21.28 - \$24.67/Hour for Accounting Specialist
(based on your years of directly related paid experience)
Reports to: Administration and Accounting Manager

Essential Functions include, but are not limited to:

With general direction (Accounting Specialist) or with specific direction (Accounting Coordinator):

1. **Performs pre-defined work processes associated with Accounts Payable (AP).** (Maintains vendor accounts. Reviews all invoices for appropriate documentation and approval prior to payment. Processes invoices for payment in accounting system. Processes invoices for payment in accounting system. Prioritizes invoices according to potential cash discounts and payment terms. Prepares and distributes accounts payable checks. Processes emergency check requests. Voids checks. Reconciles vendor statements and works with Purchasing Coordinator to research and resolve discrepancies. Assists with month-end closing. Completes and files 1099-miscellaneous forms for vendors as applicable. Copies check payment information upon request for grants or purchases that will be reimbursed.)
2. **Performs pre-defined work processes associated with receipts.** (Deposits cash receipts. Prepares daily accounting journal entries for all revenue.)
3. **Interprets and clarifies and communicates work processes and policies pertaining to assigned accounting function(s).** (Maintains functional expertise with regulations and best practices for accounts payable and 1099-miscellaneous tax reporting. Communicates work processes and policies. Assists with employee orientation. Responds to staff and vendor inquiries about the status of payables.)
4. **Prepares necessary reports and statements that pertain to assigned accounting functions.** (Prepares accounts payable and revenue reports and statements. Develops ad hoc financial reports as needed.)
5. **Recommends/incorporates changes to work processes and policies affecting assigned accounting function(s).** (Recommends/incorporates changes to the accounts payable and receipt processes. Incorporates changes to the accounts payable and receipt processes.)

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6. **Maintains filing and data management system for assigned accounting function(s).** (Maintains vendor files. Maintains deposit and EFT paperwork in general ledger files.)
7. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
8. **Performs other duties.** (Attends work as scheduled or use approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned duties.)

Minimum Pre-Hire Qualifications: A valid, active driver's license, reliable transportation and either of the following is required prior to appointment date:

- Associate's degree (for Accounting Coordinator) Bachelor's degree (for Accounting Specialist) in Accounting, Business Administration or closely related field from an accredited university/college.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

To Apply:

Please submit applications through CareerBuilder ONLY (www.careerbuilder.com).

We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

If you apply now, we will consider you immediately.

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

Please reference code ACTAPAR on any attachments or correspondence. No phone calls please. Selection will be made by interview(s), skills testing, and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background and credit checks will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – ACTAPAR

Please visit our website at www.nkyhealth.org to view other opportunities to join our family.

EEO/M/F/Vets/Disabled/LGBTQ+