

NORTHERN KENTUCKY HEALTH DEPARTMENT  
JOB POSTING

CONTINUOUS

**ACCOUNTING COORDINATOR / ACCOUNTING SPECIALIST**  
**GENERAL LEDGER**  
**[Code: ACTGL]**

Do you want to improve quality of life in the region by preventing disease, promoting wellness, and protecting against health threats? Are you excited about inspiring collaboration, igniting partnerships, and improving outcomes? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Administration Division is accepting applications for a full time (40+ hours/week) Accounting Coordinator or Accounting Specialist (depending on qualifications) to reconcile and maintain the general ledger, bank accounts, and associated business processes, to back up other business/accounting functions, 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:** \$22.25/Hour to \$26.80/Hour for Accounting Coordinator;  
\$26.93/Hour to \$32.43/Hour for Accounting Specialist  
(based on your years of directly related paid experience)  
**Reports to:** Accounting Supervisor II

**Essential Functions include, but are not limited to:**

(The Coordinator performs the following under the guidance of a supervisor or mentor; the Specialist performs the following independently:)

1. **Performs pre-defined work processes associated with General Ledger (GL).** (Reviews and maintains GL cost centers and accounts. Enters adjustments in GL. Assists with the GL monthly close. Assists with the GL end-of-year close.)
2. **Performs pre-defined work processes associated with bank accounts.** (Reconciles District and local board bank statements then submits them to supervisor for review. Updates local board Chairs of bank account activities. Responds to check inquiries. Follows up on outstanding checks that have expired. Reviews and reconciles state and local environmental permit fee reports. Initiates ACH transactions.)
3. **Interprets and clarifies and communicates work processes and policies pertaining to assigned business and accounting function(s).** (Maintains functional expertise with regulations and best practices for general ledger and bank accounts. Communicates work processes and policies. Answers questions about general ledger and bank accounts.)
4. **Prepares necessary reports and statements that pertain to assigned accounting functions.** (Reports on research findings for a specific request. Reconciles related accounting function reports. Assists with external and internal audit data requests. Maintains files.)
5. **Recommends/incorporates changes to work processes and policies affecting assigned accounting function(s).** (Recommends/incorporates changes to the general accounting functions. Incorporates changes to the general ledger, bank accounts, petty cash, and credit card functions.)
6. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)

7. **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 any of the following is required prior to appointment date:

- Bachelor's degree in Accounting or 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 Indeed ONLY ([www.indeed.com](http://www.indeed.com)).

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

**For immediate consideration apply now.**

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

Please reference code ACTGL 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 – ACTGL

**Please visit our website at [www.nkyhealth.org](http://www.nkyhealth.org) to  
view other opportunities to join our family.**

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