



Account Clerk (2 positions)

Status: Full Time, Contract with benefits

Pay Rate: \$15.00/hr.

Reports to: Chief Financial Officer

Location: LTDHD District Office – Elizabethtown

Primary duties include, but are not limited to:

- Sets up accounting procedures, records and controls and assists in the maintenance of such record and accounts.
- Performing clerical duties that require familiarity with basic accounting functions with word processing, spreadsheets, and querying software.
- Comfortable with using multiple financial systems.
- Processing accounts receivable transactions and performing duties such as account maintenance and recording entries for clinical, environmental, community outreach programs and administration.
- Maintains clients' accounts. Performs necessary follow-up interviews/contact with parties responsible for account payment for clinical, environmental, community outreach programs and administration.
- Verifying purchases and processing accounts payable transactions and performing duties such as account maintenance and recording entries for clinical, environmental, and community outreach programs.
- Assist in the preparation of payroll.
- Assist in the preparation of staff travel reimbursement.
- Pre audits for accuracy and completeness on various accounting documents.
- Performs complex data entry and related operations
- Communicates clearly to clients, co-workers, or vendors.
- Reconciles accounting records and maintains appropriate ledgers.
- Cross train and be backup for other accounting roles in the Finance Department.

Other Duties and Qualifications:

- Excellent verbal and written communication skills.
- Maintain confidentiality as per Lincoln Trail District Health Department Confidentiality Agreement.
- Ability to maintain alphabetical, numerical, and subjective filing systems.
- Ability to learn assigned tasks readily, to prescribe to departmental routine and follow moderate to difficult written/verbal instructions.
- Customer service oriented.
- Ability to handle multiple tasks. Ability to type, use adding machine or calculator.
- Must define in working history, the ability to use and operate a computer with the appropriate software.
- Experience effectively working with teams and building and maintaining a strong team dynamic.

Minimum Education, Training or Experience:

High School Diploma or GED. Two years of experience in accounting, bookkeeping, payroll, and accounts payable, business administration or closely related field. Additional education in the field of Business Administration, Public Administration, Community Health, Public Health, Accounting, Human Resource Management may substitute for required experience on a year for year basis.

To Apply:

If you are interested in applying for the position, please complete an online contract application and submit no later than 4:30pm EST on January 31, 2023. Selection will be made by interview(s), and/or review of submitted documentation. Criminal background, licensure check, and drug screening will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

**Lincoln Trail District Health Department, 108 New Glendale Road, Elizabethtown, KY 42702,
Fax: +1-270-387-1737, Web: <https://www.ltdhd.org/>, Equal Opportunity Employer**