



GOVERNMENT OF

Monroe County

I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Health
Position Title:	Financial Manager
Position Summary:	<p>The Financial Manager is responsible for performing the financial duties of the department, assisting with employee on-boarding, and supervising assigned staff and interns.</p> <ul style="list-style-type: none">• Composes reports, budgets, and monitors expenditures.• Maintains payroll records and submits department payroll vouchers.• Prepares and submits accounts payable claims.• Communicates with vendors regarding purchases, deliveries, and payments.• Creates and monitors department ledgers and cash balances.• Conducts random financial reviews of deposits and bank statements to ensure accuracy. Submits financial reports for the Annual Report and State Board of Accounts.• Advertises open positions to various media sources, collects applicant resumes, and prepares for the interviewing of applicants.• Assures department compliance with all accrediting and licensing requirements in relation to personnel charts and training needs of the Health Department.• Maintains personnel files, and Employee Service Records.• Prepares and submits medical billing for the department per reimbursement guidelines.
Qualifications:	Baccalaureate Degree in accounting, office or business administration, management, or related field, or equivalent combination of education and experience. Knowledge of bookkeeping, accounting, and standard office practices. Ability to supervise and direct assigned staff and communicate effectively.
Salary:	PAT IV Classification. 35 hours per week. Minimum salary \$1,680.70 bi-weekly.
Deadline for Application:	October 16, 2020 or until filled.
Submit Resume and References to:	Elizabeth Sensenstein, HR Specialist esensenstein@co.monroe.in.us

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**