

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNTANT- HEALTH DEPARTMENT

General Summary

Under the supervision of the Chief Financial Officer, monitors departmental service provider subcontracts and the 340(b) pharmacy program. Prepares periodic billings for various grants & interim consolidated financial statements for management purposes. Provides technical assistance to other operational units within the Health dept. with regards to accounting problems, dept. fiscal procedure application & review and custom program applications. Assumes other duties as assigned.

Essential Functions

1. Monitor Health department service provider subcontracts to assure compliance with contract provisions. Review and approve financial claims for reimbursement, via desk review and/or at the subcontractor's worksite. Provide programmatic review support to Health dept. managers to determine if service outcomes are being met.
2. Prepares and enters account corrections to the integrated financial system, including journal entries. Also performs various general ledger reconciliations.
3. Oversee 340(b) pharmacy program. Analyze & reconcile participating pharmacy drug inventory with drug stock purchases & program sales. Analyze & reconcile Health dept. revenues to program records and/or documentation, comparing to budgeted program participation. Perform on site review of pharmacy operations related to 340(b) program as needed.
4. Conducts periodically scheduled grant accounting for various departments. Prepares expense spreadsheets, comparing grant expenses to the annual budget, and prepares grant-related financial reports.
5. Provides technical assistance to operating units within the Health department. Prepares & reviews internally generated reports for accuracy and problems and troubleshoots differences. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
6. Sets up, monitors, and maintains internal fixed assets system. Records monthly depreciation and office equipment service charges. Reconciles fixed asset records with the general ledger.
7. Attends continuing education seminars and classes to stay current on the latest accounting standards and technology.

8. Maintains departmental position listing, assuring personnel changes are properly reflected in the County financial system and reconcile to grant budgets and financial reports.
9. Assists dept. managers & staff in development of budgets for grant proposals, assuring compliance with grantor requirements & generally accepted accounting principles.

Other Functions

10. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Possession of a Bachelor's Degree in Accounting or Business with an Accounting major.

Experience: One year experience in fund or governmental accounting and auditing.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from computers.
- Prolonged sitting in front of computer terminal.

Working Conditions:

Works in an office setting.

