

**CLINTON OFFICE**

1307 E. Townsend Rd.
Saint Johns, MI 48879-9036
(989) 224-2195

GRATIOT OFFICE

151 Commerce Dr.
Ithaca, MI 48847-1627
(989) 875-3681

MONTCALM OFFICE

615 N. State St.
Stanton, MI 48888-9702
(989) 831-5237

POSITION OPENING

**Finance Specialist
Full-Time Position****Job Posting Date: March 27, 2024****Application Deadline: April 8, 2024**

Mid-Michigan District Health Department has an opening for a **full-time Finance Specialist**. Base location will be in the Administration Office located in Stanton (Montcalm County) and will be expected to work district wide. This position is part of the Administrative Services Division.

General Description of Responsibilities:

Under general supervision, the Financial Specialist is responsible for the general accounting of the agency including recording, verifying, and maintaining accurate accounting records. The major responsibilities for this position include payroll and accounts payable processing, financial reporting, and audit preparation. The position requires considerable knowledge of general accounting practices.

Qualifications:

- Associate's degree in accounting or business administration or related field. Bachelor's degree preferred.
- A minimum of two years of demonstrated progressively more responsible experience in accounting, preferably in governmental setting, or an equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Possession of a valid Michigan vehicle operator's license, own transportation, and ability to travel as required.

Starting Hourly Wage – \$23.79

Competitive benefit package includes 14 paid holidays, sick and vacation leave after 30 days of employment, defined benefit retirement plan and health insurance plan that currently offers a zero-dollar employee contribution just to name a few.

Qualified applicants may submit a cover letter and resume along with a completed employment application that may be downloaded from our Agency website at www.mmdhd.org under – About MMDHD/Careers and send to: Mid-Michigan District Health Department, Attn: Human Resources, 615 N. State St., Stanton, MI 48888 or e-mail: hr@mmdhd.org by April 8, 2024. EOE.