



Position: Fiscal/Grants Assistant

Assignment Location: 635 N. Erie St. Toledo, OH

Posted: November 15, 2021

Basic Qualifications:

- High school diploma or GED
- Two (2) or more years’ experience in an accounting or payroll related environment.
- Attention to detail and high level of accuracy
- Excellent written and verbal communication skills
- Proficient in the use of common office equipment (computer, copier, calculator)
- Proficient in the use of Microsoft Word and Excel. Proficiency in HRIS/Financial system
- Basic knowledge of accounting principles and practices and the analysis and reporting of financial data.
- Valid Driver’s license with driving privileges in the State of Ohio, reliable transportation, and insurable driving record.

Preferred Qualifications:

- Associate’s or Bachelors in Business, Accounting, or equivalent preferred.
- Previous Oracle, GMIS experience preferred.

Responsibilities:

1	Responsible for tracking all accounts receivable across all divisions for the organization, which includes working with the various employees responsible for receiving payments into the department within their individual work areas or divisions; developing an accounting system for the management of transactions; creates financial reports relating to accounts receivable functions and status of accounts; investigates and reports on the effectiveness and efficiency of accounting processes and workflows.
2	Works with other departmental staff to compile data for annual cost methodology calculations.
3	Assists Grant Coordinators with routine administrative grant activities, to include but not limited to: managing employee access to GMIS; developing and maintaining a calendar of grant activities to include both project and fiscal application and reporting deadlines and due dates; monitors grant contracts process to ensure that contracts are written, reviewed and submitted timely for Board approval; performs paper and ACH grant deposits; and reconciles as needed through journal entries the distribution of expenses related to Personnel Activity Reports (PARs).
4	May assist the Payroll & Financial Officer as a “delegate” in financial software system to assist employees and/or make entries on their behalf for eligible reimbursements
5	Assists fiscal staff in copying, collating or organizing written materials for audits, Board meetings, or as otherwise needed.
6	May serve as back-up to payroll.
Other Duties & Responsibilities:	Answers phone and responds to emails. Attends trainings as required.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Mail: Toledo-Lucas County Health Department

Attn: Human Resources

635 N. Erie Street

Toledo, Ohio 43604

The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.