

**Accountant**  
**Vacancy Announcement**

The Accountant is under the supervision of the Administrative Services Director and ensures that the Agency meets its financial obligations. Duties include but are not limited to, preparing the Agency's annual and amended budgets, month and year end closing procedures, Board of Health reports, EGrAMS reporting, point of contact for audits, as well as maintaining compliance with Local, State & Federal grant funding requirements. The Accountant assists Agency program Director's in the financial management of all Agency programs. The successful applicant must be able to work independently, work well with staff, and possess good oral and written communication skills.

**Employment Qualifications:**

Education: Bachelor's degree in accounting or finance from an accredited educational institution.

Experience:

- Four to six years of progressively responsible experience in financial reporting and accounting, preferable including governmental or not-for-profit finance.
- Excellent oral and written communication skills necessary to effectively communicate with the Health Officer, Agency Directors, and Board of Health members with varying levels of financial background or expertise.
- Computer skills necessary to effectively utilize word processing, spreadsheet, and accounting software systems. Knowledge of EGrAMS preferred.
- Ability to frequently handle simultaneous projects requiring concentration and attention to detail with frequent distractions due to people and/or telephone calls.
- Experience with grant financial management, from budget development and monitoring to reporting, and including indirect cost computations and cost allocation distributions.
- Must be highly ethical and have strong organizational skills
- Strong sense of service and passion for the agency's mission
- Possession of a valid Michigan Driver's License

**Salary and Fringe Benefits:**

This is a full-time position; 37.5 hours per week with a starting wage of \$27.70 per hour. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

**Application Process:**

Qualified applicants should submit their resumes with cover letter to:  
Kayse O'Donnell, HR Support Specialist  
Branch-Hillsdale-St. Joseph Community Health Agency  
570 Marshall Rd.  
Coldwater, MI 49036  
odonnellk@bhsj.org

*Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.*



# benefits of working in **PUBLIC HEALTH**

*Helping people live healthier*

Why work in public health?

- Make a difference in the community
- Promote a healthy environment
- Job stability and opportunities for career development
- The field is ever evolving and you can influence health policy
- Improve the lives of children, families, and the elderly
- Eradicate disease



- 12 Paid Holidays -no waiting to be eligible for holiday pay
- Health, Dental, and Vision insurance coverage begins 1st day of employment. Plan options as low as \$0 employee contribution.
- Vacation Time accrues from first day of employment, 16 days earned in the first year.
- Sick Time accrues from first day of employment, 12 days annually
- Work week is 37.5 hours, and generally Monday-Friday from 8 am - 4 pm.
- Company paid Life Insurance and Short-term Disability
- AFLAC options available
- Healthcare Savings and Flexible Spending Accounts available
- Municipal Employee Retirement System with employer contribution of 5%
- Qualified Employer under the Public Service Student Loan Forgiveness Program

[www.bhsj.org/careers](http://www.bhsj.org/careers)