



# WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, REHS, MPH  
HEALTH COMMISSIONER

Clint Koenig MD, MSPH  
MEDICAL DIRECTOR

## **EMPLOYMENT OPPORTUNITY**

Posted 01/16/2025

**POSITION:** Fiscal Specialist I or Fiscal Specialist II

**AGENCY:** Warren County Health District

**DEPARTMENT:** Finance Division

**LOCATION:** Lebanon Office, 416 South East St., Lebanon, Ohio 45036

**HOURS:** Full Time  
7:00 a.m. - 3:30 p.m. Weekdays

**PAY RANGE:** FS1: Pay Grade 6 (\$25.09-34.28 hourly) plus full WCHD Benefits  
FS2: Pay Grade 7 (\$28.25–37.40 hourly) plus full WCHD Benefits  
Position Commensurate with Experience and Job knowledge

**POSTING PERIOD:** This notice is being posted for a period of time not less than seven (7) consecutive calendar days beginning January 16, 2025

### **MINIMUM QUALIFICATIONS:**

Completion of undergraduate core coursework in accounting, budgeting, finance, and auditing. Minimum two years (FS1) or five years' (FS2) experience working in accounting and auditing field. Prefer experience in medical billing, cost accounting, payroll, and budgeting. A combination of equivalent education, training and experience may be considered.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Proficient in Excel and MS Word; Ability to learn agency specific software. Knowledge of office practices, accounting, and records management. Ability to prepare and maintain meaningful, concise, and accurate reports. Must have analytical and problem-solving skill. Ability to communicate effectively in written and oral forms.

### **JOB RESPONSIBILITIES:**

Under the supervision of the Finance Officer the Fiscal Specialist is responsible for processing biweekly payroll for agency, update/monitor leave accruals for agency employees, perform internal auditing to ensure accurate project codes are used and standard accounting policies are followed; provides various personnel and payroll reports; assist in all accounting duties; coordinating and monitoring the agency's participation in grant program.

### **TO MAKE APPLICATION:**

Please submit cover letter and resume to Tammy Cranmer, Administrative Officer, Warren County Health District, 416 South East Street, Lebanon, Ohio 45036 or email [tcranmer@wcchd.com](mailto:tcranmer@wcchd.com).

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK E.O.E.

Tel: 513-695-1220 Fax: 513-695-2941  
warrenchd.com

