

TITLE: Grants Processor/Billing Clerk

REPORTS TO: Public Health Administrator

QUALIFICATIONS

1. Has a bachelor's degree in administration or business.
2. Has two years of fiscal and purchasing management.
3. Is self directed with the ability to work with little supervision.
4. Possesses ability to use own initiative in planning and executing services.
5. Demonstrates good communications and public relations skills.
6. Is flexible and cooperative in fulfilling all obligations.
7. Possesses and maintains good physical stamina and mental health.
11. Must be a licensed driver with an automobile that is insured and is in good working condition. Proof of current automobile insurance coverage is required.

SUMMARY OF JOB RESPONSIBILITIES

The Grants Processor/Billing Clerk is responsible for administrative duties involving fiscal management, purchasing, office administration and personnel management.

RESPONSIBILITIES AND DUTIES

The Grants Processor/Billing Clerk is responsible for the following areas either directly or by delegation:

1. Necessary accounting procedures pertaining to control for the agency.
2. Institutes record systems and report forms for office use.
3. Assists the Public Health Administrator in preparation of grant applications and budgeting by collecting and compiles appropriate fiscal and program activity data, assisting in the analysis and reporting of collected supporting data.

Ford County Public Health Department GRANTS PROCESSOR / BILLING CLERK

4. Maintains ongoing analysis of budget during the fiscal year and communicates budget status to the Public Health Administrator.
5. Maintains employee time/activities records.
6. Assists the various external auditors for fiscal audits during the year.
7. Supervises completion of appropriate time and costs studies.
8. Responsible for preparation of vouchers for grant monies on a monthly basis.
9. Responsible for depositing and recording all monies received by the agency.
10. Responsible for identifying program costs on a monthly and fiscal year basis.
11. Writes agency correspondence of a fiscal nature upon direction of the Public Health Administrator.
12. Complies with applicable laws and regulations
13. Directs and monitors organizational performance improvement activities
14. Performs other duties as required or assigned.

WORKING CONDITIONS

1. General office.
2. In and out of automobile.

CONTINUING EDUCATION REQUIREMENTS

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by the Public Health Administrator. The annual minimum requirements for continuing education are 12 hours. All agency personnel must attend mandatory educational program.