

JOB POSTING:

FINANCE MANAGER

Page County Public Health is seeking a qualified person to fill a part time vacancy as Finance Manager. This part time position is 28 hours per week. Benefits include: IPERS, and accrual of vacation/sick time.

This part time position will perform monthly financial review of revenue/expense, process bi-weekly claims, payroll, deposits, monthly grant billing, assist with grant application/management, and budget preparation. Individual must be proficient in Excel and need to be detail oriented. An accounting degree and experience with healthcare billing preferred, or 5 years work related experience. Salary will be determined based on qualifications.

Please send application, cover letter and resume to Page County Public Health, 112 E. Main St, Clarinda, Iowa. You may download an application at www.co.page.ia.us. Position open until filled. EOE. Tobacco & Drug Free Environment

If you have any questions, please Page Public Health at 712-850-1212.