

JOB POSTING

Position Title	Finance Officer
Department	Mental Health
Shift	30 hours per week; 8:00 am – 4:30 pm
Salary (Optional)	\$19.00 - \$24.00
Brief Job Description	The Financial Officer is responsible for accurately recording all financial and accounting matters of Livingston County Mental Health Board (LCMHB) and the Livingston County Commission on Children and Youth (LCCCY)
Education Requirements	A bachelor's degree in Accounting, Business Management, or Finance and/or equivalent is preferred. A combination of experience and education that would provide the knowledge, skills, and abilities to perform the essential functions of this position is also accepted. Proficiency with Microsoft Office Products including Outlook, Word, and Excel is required.
Additional Comments	Good computer, oral and written communication skills required. Absolute integrity and sufficient maturity to handle confidential aspects of the job is required. Background check will be conducted. Position begins as soon as possible.
Instructions for Applying	To Apply, go to https://www.vscyberhosting3.com/livingston/ Or The application can be downloaded at www.livingstoncountyil.gov by clicking on Employment under “About Livingston” or applications can be picked up at the Mental Health Board, 310 E Torrance Ave., Pontiac, IL 61764. Return completed application to: Chris Myers, Executive Director Livingston County Mental Health Board 310 E. Torrance Ave. Pontiac, IL 61764 chris@lcmhb.com
Application Deadline	May 12, 2023