JOB POSTING

Position Title	Financial Administrator
Department	Public Health
Shift	Full time - days
Salary (Optional)	PS-3
Brief Job Description	The Livingston County Health Department is seeking a highly qualified and experienced Finance Administrator. The Finance Administrator is responsible for overseeing all financial operations, including monitoring grant income/expenditures, and preparing financial reimbursements/budgets for all grants. The successful candidate will have strong analytical and time management skills, as well as attention to detail.
Education Requirements	• Associate or bachelor's degree in finance, accounting, or business preferred; or two years or more experience in a similar role. • Strong knowledge of financial accounting principles and practices. • Highly detail-oriented and organized. • Ability to work effectively in a fast-paced environment.
Responsibilities	• Knowledgeable of financial policies and procedures to ensure effective and efficient financial management. • Prepare and present financial reports for the Administrator and Board of Health. • Monitor and control cash flow. • Assist with preparation of the annual budget. • Implement and monitor internal audit controls. • Manage relationships with internal/external stakeholders and staff.
Instructions for Applying	Submit resume to: Jackie Dever, RN, BSN, Administrator Livingston County Health Department 310 E. Torrance Ave. Pontiac, IL 61764 FAX: 815-842-1063 Email: jdever@lchd.us OR go to https://www.vscyberhosting3.com/livingston/
Application Deadline	Until filled