



Fairfield County  
**Health  
Department**

R. Joseph Ebel RS, MS, MBA  
Health Commissioner

**POSITION POSTING  
FAIRFIELD COUNTY HEALTH DEPARTMENT**

Position: Account Specialist  
Pay Status: Full Time (37.5 hours/week)  
Salary Range: \$32,136-42,178 Based on Experience and Qualifications  
Date of Posting: 7/26/22  
Deadline: Until Position is filled

**Summary of Essential Duties**

Perform various duties related to administrative support, accounting, record-keeping, data entry, financial management, reporting, accounts receivable and billing, and other office program support operations, requiring knowledge of office management systems and procedures. Monitor and report grant and other program performance activities and log activities and expenditures into grant and financial tracking databases. Compute, classify, and record numerical data to keep financial records complete. Assist in completing grant applications and updates.

**Minimum Qualifications**

Associate degree or higher with coursework in office practices, accounting, and procedures, or business; or three (3) years of experience in office operations or equivalent combinations of training and/or experience.

Learn more about the Fairfield County Health Department by visiting [fairfieldhealth.org](http://fairfieldhealth.org).

Interested applicants should apply on-line at:

[https://www.indeed.com/viewjob?t=account+specialist&jk=7730a2fc47cadad9&\\_ga=2.181481892.2077798583.1658841020-1427155272.1657284815](https://www.indeed.com/viewjob?t=account+specialist&jk=7730a2fc47cadad9&_ga=2.181481892.2077798583.1658841020-1427155272.1657284815)