



---

## Accountant I

The Mental Health & Recovery Board of Portage County is seeking a full-time Accountant I position to join its organization that plans, funds, and monitors mental health and addiction prevention, treatment, and recovery support services for the residents of Portage County.

**Qualifications:** Bachelor's degree in Accounting. Strong general computer skills with Microsoft Excel and Word, general ledger software and data base management. Exceptionally good knowledge of excel using V-lookup, pivot tables, and formulas. Maintain high level of accuracy in doing day to day work. Ability to work independently; excellent communication skills; and ability to work well with others. Ability to adapt to changing priorities. Valid Driver's License and Automobile Insurance. Salary commensurate with experience.

**Please complete the County Application Form and send a resume and a cover letter that describes experience you have in the following areas that are a part of the Account I position responsibilities:**

- Processes and reconciles monthly billings for Inter-Agency Clinical Assessment Team (ICAT), Portage County Board of Disabilities (DD), Portage County Jobs and Families Services (JFS) for mental health and addiction services provided to juveniles and adults and serves as liaison to these agencies' finance staff.
- Processes Monthly Billing for Opportunities for Ohioans with Disabilities (OOD) Federal Vocational Grant.
- Processes Quarterly Billing for Title XX Mental Health & Addiction Services Federal Block Grant.
- Confirm balance in Peachtree and MUNIS match while still using Peachtree or other non-MUNIS software
- Maintain board inventory collaborating with Administrative Assistant.
- Help collect and organize source documents for entry in general ledger system.
- Oversee document retention and destruction requirements.
- Work with Clinical Manager in overseeing the fiscal side of billing of BH contracts the Clinical Manager is point person on.
- Work with Fiscal Specialist in developing Partner Solutions reports.
- Backup to Fiscal Specialist for payroll, processing of invoices, and maintaining the Accumulator.
- Serve as backup to CFO as point person with providers when CFO is unavailable.
- Aids in preparation of Board Finance Committee materials.
- Assists CFO with various other finance and accounting needs that that arise.
- Attends Board meetings and other local or State meetings as assigned
- Other duties as assigned.

### **How to Apply:**

**The county application form is *required* when applying.**

**Please complete the County application on the Portage County HR website link below.**

**[www.co.portage.oh.us/human-resources/pages/job-opportunities](http://www.co.portage.oh.us/human-resources/pages/job-opportunities)**

**Resume and cover letter can be faxed, emailed, mailed, or submitted in person  
from 8:30 am to 4:30 pm Monday-Friday.**

**PORTAGE COUNTY HUMAN RESOURCES  
449 S. MERIDIAN STREET, 7th FLOOR  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)  
FAX: 330-298-4225**

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**