



## **IMMEDIATE OPENING NJACCHO CRISIS WORKFORCE DEVELOPMENT FINANCE ASSISTANT**

To meet these needs the New Jersey Association of County and City Health Officials (NJACCHO) wishes to contract with a Crisis Workforce Development Finance Assistant.

Compensation Estimate: Full time equivalent, pay to commensurate with experience.

Minimum Qualifications: At least 3 years' experience as an account clerk and bookkeeper. A high school diploma is required. An Associates degree is preferred. Effective written and communication skills is a must. Knowledge of Microsoft business software such as word, excel, and outlook is required.

Responsibilities: Serve as the assistant for the Grants Financial Officer and prepare all documentation including reports, applications and correspondence as it relates to Association finances and grants. The Finance Assistant will distribute COVID 19 ELC funds to Local Health Departments for approved expenditures as applicable pending State Department of Health Approval.

- The Finance Assistant will be available for meetings with the Grant Financial Officer and the Executive Committee as needed.
- The Financial Assistant will work directly with the Grants Finance Officer to ensure timely reporting and submission of grants to the State.
- The Financial Assist will prepare grant documents and answer questions on said documents to the Executive Director and the President or their designee when requested.
- Assist Local Health Departments and answer questions grant related inquiries.
- Communicate information to LHD grantees such as grant deadlines, grant requirements and other information.
- Prepare quarterly grant reports for the Grants Finance Officer to be presented to the Executive Committee.
- The Finance Assistant will perform other duties as assigned by the Grants Finance Officer or Executive Director.

**All interested candidates should send resume with cover letter to [info@njaccho.org](mailto:info@njaccho.org) by COB on 1/15/22.**

