

Job Title: Administrative Assistant, Cavalier County Health District
Type: Full-time, Nonexempt
Posted Date: April 18, 2019
Closing Date: May 2, 2019, 4:00 pm
Salary: Dependent on Experience

Minimum Qualifications:

- Minimum of 3 years experience in Bookkeeping
- High School diploma or GED

Preferred Qualifications:

- 1 to 2 years college courses

Job Duties:

- Accounting/Budget/Fiscal – activities include but not limited to:
 - Assist in development of annual budget, review and prepare invoices, accounts payable and budget expenditures, monitor balances, reconcile accounts, prepare reports
- Payroll – activities include but not limited to:
 - Process payroll and reports using QuickBooks software, prepare W-2s and other tax reports
 - Prepare quarterly and annual federal and state payroll reports
 - Benefits administration
- Information management and general office
 - Data input and collections – immunization records and healthcare payer billing, Medicare/Medicaid electronic filing
 - Greet, register and schedule clients
 - Operate a variety of office equipment – computer, copier/fax, calculator
 - Other tasks as assigned
- Rare after hours or Saturday events. Occasional travel for health clinics or meetings. Be available for public health emergency situations.

In order to be considered, applicants must submit the following materials:

- Completed Cavalier County employment application from the County Auditor's office
- Resume
- Cover letter specifically addressing the above qualifications

Submit application materials to one of the following:

- cavaliercountyhr@gmail.com
- Cavalier County
Attn: Human Resources
901 3rd St - Suite #15
Langdon, ND 58249

Job duties or qualification questions contact:

- Terri Gustafson, 701-256-2402

Accommodations with the application or selection process questions, before closing date, contact:

- Crystal Beggs, HR, at 701-213-2749
ND Relay: <http://www.relaynorthdakota.com/>

All offers of employment will be contingent on successful completion of pre-employment background check, pre-employment drug and alcohol test, and reference checks.

Applicants claiming ND veteran's preference must submit documentation proving their ND residency and eligibility under NDCC 37-19.1 by submitting the following:

- Veteran may submit a Form DD-214;
- Disabled Veteran must submit a Form DD-214 and a current statement of disability from the Veterans Administration which is less than 1 year old;
- Spouse of Disabled Veteran must submit a Form DD-214, a copy of the marriage certificate, and a current statement of disability from the Veterans Administration which is less than 1 year old; or
- Spouse of a Deceased Veteran must submit a Form DD-214, a copy of the marriage certificate, and a copy of the veteran's death certificate.

Applications for public employment will be confidential unless deemed a finalist per NDCC 44-04-18.27.

Equal Opportunity Employment: Cavalier County does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services.