

POSITION: Public Health/Accounting Clerk
STATUS: Full Time
DEPARTMENT: Clerical - Richfield
SALARY: \$17.26-\$20.01, DOQ
OPEN: July 9, 2025
CLOSES: July 21, 2025- first review of applications



JOB SUMMARY: Under the direction of the Management Services Director, performs clerical and accounting functions and assists clients while maintaining strict confidentiality; adhering to all HIPAA guidelines/regulations.

ESSENTIAL FUNCTIONS

- Promotes and protects community health within the Department's jurisdiction, adhering to Utah state statutes, policies, and regulations for Local Health Departments.
- Prepares and maintains accurate program reports and documents.
- Demonstrates proficiency in computer applications relevant to the role.
- Familiar with insurance guidelines, CPT, and ICD-10 coding for billing purposes.
- Implements clerical procedures to optimize office operations.
- Supports public health nurses in managing vaccine supplies.
- Educates WIC clients on program benefits, requirements, and certifications; trains local vendors on program functions.
- Assists at immunization events, health fairs, and community outreach activities.
- Engages with the public and community organizations to promote health department programs.
- Plans and schedules promotional campaigns for community health services.
- Participates in community events and resource fairs to enhance service visibility.
- Processes and reconciles invoices and payments for department services.
- Tracks and records expenditures and revenues using financial software.
- Assists in preparing financial reports and maintaining accurate budget records.

QUALIFICATIONS

- Must have a High School Diploma or equivalent.
- Ability to develop and maintain cooperative working relationships with department staff, partner agencies, and the public.

ADDITIONAL QUALIFICATIONS

- Successful completion of a criminal history background investigation.
- Possession of a valid Utah Driver License; out-of-state personnel must obtain a valid Utah Driver License within sixty days of the hire date.

This job description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those

contained in this document and may be required to have specific job-related knowledge and skills.

To Apply: Applications may be obtained from the Central Utah Health Department Richfield office or at www.centralutahhealth.gov. Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah 84701, or email aknaphus@centralutahhealth.org. Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM. For more information, contact Emily Loftus at (435) 896-5451 ext 347.

Central Utah Health Department is an Equal Opportunity Employer.