

RCAHD Accounting Clerk – Grant Support

This Accounting Clerk – Grant Support position will work within the Roanoke & Alleghany Health Districts (RCAHD) Population Health team to support a variety of financial administrative matters, including data entry, financial reconciliation, grant management (budget preparation, review, and tracking), program administration file maintenance, data tracking and reporting of outcomes, and other administrative / financial tasks.

Compensation:

Pay rate: Up to \$22 hourly (This hourly contract position is ineligible for state benefits and is subject to community need and grant funding. Current funding is available through June 2025.)

Details:

- Hours for this position will typically range from 15-20 hours per week, with some flexibility for virtual work
- Our office hours are 8am – 4:30pm
- Position will be hired through a VDH contract staffing agency, 22nd Century, and paid weekly via direct deposit

Position responsibilities include:

1. Track and evaluate grant financial and administrative data in spreadsheets (invoices, travel records, procurement documentation, grant reports, budget expenses)
2. Support RCAHD Population Health program staff in grant budget development and tracking
3. Building and maintaining spreadsheets (using Excel)
4. Prepare financial reports to reconcile financial documents across grant-supported programs
5. Maintain administration files (using the Microsoft 365 electronic secure-share platform)

Minimum Qualifications:

- High school diploma or GED
- 2+ years of experience in accounting, budgeting, reconciliation, and grant management
- Strong proficiency in spreadsheets (Excel), shared documents (Microsoft Office), and email correspondence
- Demonstrated ability to work independently and collaboratively in teams; excellent verbal and written communication skills

How to Apply:

Please send your resumé and cover letter to Karin Stell at Karin.Stell@vdh.virginia.gov by August 11, 2023.

Note: Statistics show that women and people of underrepresented groups are more likely to apply to jobs only when they meet 100% of the job qualifications. We encourage you to apply even if you do not meet 100% of the qualifications, and we look forward to reviewing your application.

About the Team:

RCAHD includes Alleghany County, Botetourt County, Craig County, Covington City, Roanoke City, Roanoke County, and Salem City.

This position will work within our RCAHD Population Health team. This growing, tight-knit team focuses on identifying community health needs and creating equitable, effective public health solutions with our community partners. We strive to create an anti-racist environment that reduces stigma and marginalization, both in the office and out. We are proud members of the Trauma Informed Community Network, emphasizing awareness and response to the trauma, stress, and isolation that drive many health disparities.
