



## Data Service & Finance Coordinator

Mental Health Recovery Board of Clark, Greene & Madison Counties is seeking qualified applicants for the fulltime position of Data Service & Finance Coordinator. Associate degree in business preferred plus a minimum of one-year experience. Ten years of approved experience required if no associate degree. Must have proficient skill set in Microsoft office application. Experience in working with mass amounts of data and numbers with attention to detail and accuracy. Skill set to manage multiple work assignments between data management and financial accounting. Knowledge in SQL is not required but highly desirable. Maintains weekly and monthly data services reporting as assigned; monitors various key indicators to evaluate success of projects; and compliance of contract care providers. Assists Board staff with computer related issues or problems and in the day-to-day operations of the Board claims system. Works in the day-to-day operations of the Board's and Clark County's accounting cycles; analyzes Agency Allocation Reviews to ensure mathematical accuracy and compliance with Board standards and may participate in periodic audits of contract care providers. May be required to travel on Board business.

All offers of employment are contingent upon clear results of a background check.

Forward resumes by 5pm on May 21, 2021 to 1055 E. High Street, Springfield, Ohio 45505, via e-mail to [michelle@mhrb.org](mailto:michelle@mhrb.org) or fax, attn. Michelle Humphrey, 937-322-7631.

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