



WARREN COUNTY HEALTH DISTRICT  
416 South East Street – Lebanon, Ohio 45036

**EMPLOYMENT OPPORTUNITY**

(Posted 3/19/2026)

**POSITION:** Account Clerk II

**AGENCY:** Warren County Health District

**DEPARTMENT:** Finance Division: Accounts Payable

**LOCATION:** 416 S. East Street, Lebanon, Ohio 45036

**HOURS:** Part-time, 15 hours per week (Tuesday & Wednesday)

**PAY RANGE:** Pay Grade 2 (\$19.76-\$26.83 hourly) with full WCHD Benefits  
Starting pay is commensurate with applicable experience

**POSTING PERIOD:** A minimum of 7 calendar days from the posting date

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, and one (1) year experience in accounting, bookkeeping, or related field; or any combination of equivalent education, training and/or experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general office practices and procedures, proper phone etiquette skills. Proficient in Excel. Ability to understand bookkeeping procedures. Ability to prepare and maintain meaningful, concise and accurate reports. Ability to operate calculator and computer required.

**JOB RESPONSIBILITIES:**

Invoice Management: Process and monitor purchase requisitions; track purchase order requests to ensure timely processing; review, verify and process vendor invoices to ensure accuracy and compliance with company policies; liaise with vendors to obtain necessary tax and account information (e.g. W-9 and remit to information); identify and resolve billing discrepancies by communicating with vendors and employee making purchases. General clerical office practices and procedures. Backup for other accounting office personnel.

**TO MAKE APPLICATION:**

Please send resume to Tammy Cranmer, Warren County Health District, 416 South East Street, Lebanon, Ohio 45036 or email to [crantj@warrencohealthoh.gov](mailto:crantj@warrencohealthoh.gov). Resumes will be accepted for a minimum of 7 days and until position is filled.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI).

WCHD is an Equal Opportunity Employer