



LAKE COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES (ADAMHS) BOARD

YOU.ME.US.

WE'RE IN THIS TOGETHER. THERE IS NO THEM.

KIMBERLY FRASER, LPCC
EXECUTIVE DIRECTOR

OFFICE: 440.350.3117
FAX: 440.350.2668

TITLE: Staff Accountant – Lake County ADAMHS Board

About the Lake ADAMHS Board:

The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board is responsible for planning, funding, and evaluating services for Lake County residents experiencing mental illness and/or substance use disorders. These services are delivered through a network of certified providers.

Position Overview:

We are seeking a detail-oriented **Staff Accountant** to join our team. This role involves financial tracking, reporting, and compliance to support our operations. An ideal candidate will have proficiency in governmental fund accounting, non-profit finances, healthcare billing, or GOSH behavioral health billing systems and demonstrates a strong understanding of general accounting principles. This full-time position offers a hybrid work schedule, with four office-based days and one remote day per week.

Key Responsibilities:

A Staff Accountant is responsible for maintaining financial records and ensuring accurate reporting of the Board's financial transactions: Responsibilities include:

- Track and report receipts and expenditures to ensure financial accuracy.
- Maintain the general ledger and reconcile accounts.
- Prepare detailed financial statements and reports.
- Process payments to agencies and vendors in a timely manner.
- Collaborate with management, agencies, and board members on financial matters.
- Collaborate with the Lake County Auditor, Treasurer, and Commissioners' offices.
- Review and assess agency audits for compliance.
- Manage and draw down funds from state and federal grants.
- Generate and submit required reports to the Ohio Department of Mental Health and Addiction Services.
- Perform additional duties as assigned by the Executive Director and Director of Business Operations.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field **preferred**.
- 2+ years of accounting experience (governmental or non-profit experience is a **plus**).
- Proficiency in accounting software and Microsoft Office Suite.

- Strong attention to detail and problem-solving skills.
- Excellent communication and organizational abilities.

To Apply

Interested candidates should submit the following:

- Cover letter (including salary requirements)
- Resume
- Three (3) professional references

Send application materials via mail or email to:

RE: Staff Accountant Position
Lake County ADAMHS Board
9237 Mentor Ave., Unit B
Mentor, OH 44060

Preferred: Email materials to Employment@LakeADAMHS.org.

Applications must be received by February 28, 2025. No phone inquiries, please.