



**EMPLOYMENT OPPORTUNITY
FISCAL PROJECT SPECIALIST
FULL TIME – NON-EXEMPT**

Fiscal Project Specialist Responsibilities:

- Organizes and coordinates grant applications, ensures timely submission of documentation, and tracks the status of applications, while developing processes for grants research and identifying new opportunities.
- Prepares and maintains financial reports, ensures compliance with financial reporting requirements, analyzes financial data, processes invoices, and monitors budget adherence, including making necessary budget modifications.
- Assists in planning and executing various projects, coordinates with departments to meet project milestones, maintains project documentation, and provides administrative support to program managers and unit directors.
- Ensures compliance with grant and program guidelines, maintains organized records, prepares audit reports, acts as a liaison between stakeholders, and participates in regional partnerships and emergency response programs.

Schedule:

- 8:00 am – 4:00 pm Monday through Friday

Benefits:

- Base Salary -\$55,000 per year
- 13 Paid Holidays per year.
- Paid Vacation Time – accrued each month, available for use immediately, increases incrementally with years of service.
- Paid Sick Time – 6 hours accrued each month, available for use immediately, unlimited carryover each year.
- Paid Personal Time – 40 hours annually, complies with Illinois Paid Leave Act.
- Group Health Insurance – Blue Cross/Blue Shield, HMO & PPO options available for employee & family members.
- Dental Insurance – available for employee and family members.
- Vision Insurance – available for employee and family members.
- Illinois Municipal Retirement Fund (IMRF) Pension Plan with voluntary additional contributions. Eligible to receive an IMRF regular plan pension (vesting) after 10 years of service.
- Employer sponsored Life Insurance – employee only coverage.
- Employee sponsored Life Insurance – available for employee and family members.
- AFLAC benefit options.
- Legal Shield & Identity Theft Shield benefit options.
- Employee Assistance Program.
- Professional development encouraged; time allocated for trainings.

Qualifications/Skills:

- Positive, cooperative, and professional attitude.
- Excellent communication and interpersonal skills.
- Reflects experience/interest in the culturally diverse population that the health department serves.

Education, Experience, and Licensing Requirements:

- Requires a bachelor's degree in accounting or other business-related fields, master's degree in public health, or some Master of Public Health coursework completed.
- Valid Illinois Driver's License.
- Ability to pass background check.

To Apply:

Interested candidates should please email their cover letter and resume to Lorena Corral at lcrral@kendallcountyil.gov . Or feel free to give us a call at (630) 553-8053 to learn more about working at the Kendall County Health Department, an Equal Opportunity Employer.