**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Account Clerk III.**

**General Duties include**: Is responsible for performing accounting-related clerical duties that require familiarity with basic accounting functions. Full knowledge of accounting functions and policies. Assists in training and serves as team leader. Uses PSRS/Financial system to evaluate system audit trails, evaluates patient A/R accounts and prepares summary reports of posting on patient A/R accounts, uses PSRS/Financial system to evaluate cost center reporting, maintains patient accounts of charges, accounts receivable/payable and delinquent accounts, maintains financial ledgers, prepares financial statements, prepares invoices for payment and makes necessary adjustments and corrections, performs necessary actions on patient A/R files and account payable invoices, maintains financial records of money received and dispersed, generates payment invoices according to cost center program, communicates clearly to clients, co-workers or vendors, documents all accounting procedures, records and controls according to agency guidelines and assists in the training of account clerks through staff meetings, on the job training and written instructions.

**Minimum Education, Training or Experience:** High School Diploma or GED. Five (5) years of experience in accounting, bookkeeping, payroll and accounts payable, business administration or closely related field.

**Substitution for Education, Training or Experience**: Additional education in the field of Business Administration, Public Administration, Community Health, Public Health, Accounting or Human Resource Management may substitute for the required experience on a year for year basis.

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen account and search LHDCOS (search and apply)** Completed application must be submitted by **(insert date) Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing.  Employment may be contingent upon a successful drug screening and background check.  Equal Opportunity Employer.

**2) Example of smaller ad to reference website**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Account Clerk III.**

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>.  Apply at <https://KOG.CHFS.KY.GOV/HOME> by creating a citizen account and then search LHDCOS (search and apply).  The completed application must be submitted by **(insert date).**  **Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing.  Employment may be contingent upon a successful drug screening and background check.  Equal Opportunity Employer.