**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Accounting Supervisor.**

**General Duties include**: Responsible for establishing and maintaining financial policies, systems, and business processes based on requirements of federal, state and agency policies. This position is also responsible for directing and coordinating agency cash management of all governmental accounts and federal grants and provides ongoing supervision of assigned accounting staff. Applies generally accepted accounting principles in recording financial activity in accounting systems and varied subsystems, prepares standard statutory, regulatory and GAAP financial and/or accounting reports, analyzes complex financial data and extracts and defines relevant information, interprets data for the purpose of determining past financial performance, monitors assigned accounting subsystems, responds to inquiries for solution of difficult accounting problems, gathers employment information and prepare payroll forms, calculating a variety of complex payroll totals, inputs data into the budget data entry system, audits and/or approves travel forms to determine allow ability, allocation and reasonableness and manages billing and cost center information. Participates in resolving grant and contract related issues, audits procurement requests for approval, and develops patient accounts policies and procedures that support the agency objectives and insure compliance of PSRS, EHMIS, home health billing and OASIS/Medicaid.

**Minimum Education, Training or Experience:** Bachelor Degree in Business Administration, Public Administration, Public Health, Community Health, Accounting or Human Resource Management and one (1) year of experience in accounting, bookkeeping, payroll and accounts payable, business administration or closely related field in an administrative or management capacity

OR

An individual may be considered for this position if the individual has a High School Diploma or GED and six (6) years of experience that demonstrates the required knowledge, skills and abilities.

**Substitution for Education, Training or Experience**: Education in the field will substitute for the required experience not to exceed (5) years.

**Starting Salary**: $19.15-$23.81/hr negotiable with additional experience. Grade 16

**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) **Accounting Supervisor.**

**Starting Salary**: $19.15-$23.81/hr negotiable with additional experience. Grade 16

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.