**1) Example of Large ad**

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

**General Duties include**: Provide for the planning, organization and direction of the financial affairs of a local health department. Prepare the annual budget of the department, monitor the budget to ensure conformance with provisions of the budget. Establish/maintain appropriate accounting procedures that comply with the rules and regulations. Prepare reports for the various entities requiring reports, plans. Develop, implement, and oversee adherence to goals and objectives of accounting, financial, reporting, budgeting, internal control and grants management functions. Develop and manage a comprehensive accounting program. Prepare the annual budget of the local health department. Direct the preparation of statutory, regulatory and/or state and federal financial reports. Analyze financial statistics and other accounting data. Coordinate assigned functions with service delivery, administrative and programmatic functions. Provide effective input into the agency’s strategic planning process. Supervise the billing and collection of monies for health services rendered by the department. Prepare/participate in the development and implementation of administrative policies and procedures. Direct operational analysis of accounting systems and reviews. Analyze and provide input on all budget related commitments, represent the financial interests of the agency, provide technical assistance to others on accounting and fiscal matters. Arrange audits of regulated LHD accounts and administer and interpret policies, rules and laws. Coordinate the process and supervise staff.

**Minimum Education, Training or Experience:** Bachelor Degree in Business Administration, Public Administration, Public Health, Community Health, Accounting or Human Resource Management. Three (3) years of experience in an administrative or management capacity, where fiscal and budgeting, accounting, payroll and accounts payable or closely related activities are demonstrated.

**Substitution for Education, Training or Experience**: Education in the field will substitute for the required experience not to exceed (3) years for regular status employee of the classified service. A high school diploma/GED and five (5) years of experience which provides the knowledge, skills, and abilities required for the position will substitute for the required education.

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

**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) **Finance Administrator.**

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

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.