**1) Example of Large ad**

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

**General Duties include**: Is responsible for performing accounting-related clerical duties that require familiarity with basic accounting functions with complex word processing, spreadsheet and querying software. Fully aware of operating procedures and policies and are expected to perform with minimal supervision. Uses the PSRS/Financial system, pre-audits records for accuracy and completeness, makes necessary adjustments to accounts with supervision, understands payer codes/financial obligations as it related to patient A/R file, determines other sources of payment for patients, determines other sources of payment for patients A/R according to provider, audits payroll/travel for errors and corrects as agency policy dictates and documents all information required to determine financial obligations.

**Minimum Education, Training or Experience:** High School Diploma or GED. Three (3) 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**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

**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 II.**

**Starting Salary**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

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.