



Three Rivers District Health Department is looking for qualified candidates to fill an Accounting Specialist opening at our Owenton, KY location.

The Accounting Specialist, "AS", ensures the application of generally accepted accounting principles in recording financial activity in accounting systems and varied sub-systems for the health department. The AS is responsible for coordinating agency cash management, including but not limited to: recording general ledger entries, overseeing accounts payables and accounts receivables, preparing financial reports, and balance sheets, as well as budget and contract preparation. The AS is also responsible for monitoring assigned accounting sub-systems, responding to inquiries for solution of accounting issues, gathering and calculating a variety of pertinent complex financial figures for interpretation and decision making for the health department.

Qualified candidates should have a background/education in accounting and/or book-keeping, strong personal computer skills, including above average skill with Microsoft Office products particularly Excel and Word. Candidates should also be skilled at: writing, presentation assembly, oral communication, analysis, assessment, planning, leadership and systems thinking.

Starting salary based upon skill and experience. \$15.00 - \$25.00/per hour

Excellent fringe benefits

Contact Three Rivers District Health Department, 510 South Main Street, Owenton, KY 40359, (502) 484-3412, for an application for employment. Applications must be received by close of business on **April 12, 2019**.

**Criminal Background check required**

**Equal Opportunity Employer**