



Franklin County Health Department



The Franklin County Health Department is accepting applications for a **Full-Time Account Clerk II.**

General Duties include: This position serves under the direction of the Support Services Supervisor and Nurse Administrator. Responsibilities for this position include but are not limited to: Is responsible for performing accounting-related clerical duties such as insurance verification and processing account receivable as it pertains to insurance payments. 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 patient's A/R according to provider. Fully aware of operating procedures and policies and are expected to perform with minimal supervision.

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 fields. Additional education in the field of Business Administration, Public Administration, Community Health, Public Health, Accounting, Human Resource Management may substitute for the required experience on a year for year basis.

Driver's license and proof of auto insurance is required.

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

Benefits: Sick and vacation time accrual; paid holidays; life insurance; health insurance through Kentucky Employee Health Plan; participation in Kentucky Public Pensions Authority.

Apply at <https://KOG.CHFS.KY.GOV/HOME>. Create a citizen's account and search LHDCOS (search and apply) Completed application must be submitted by **December 15, 2022**. **Transcripts must be uploaded before the close date of the advertisement 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.

100 Glens Creek Road, Frankfort, KY 40601
Ph (502)564-4269 Fax (502) 564-9586

www.fchd.org

