

## JOB POSTING

<b>Position Title</b>	Assistant Financial Administrator – Billing Staff
<b>Department</b>	Public Health
<b>Shift</b>	Full Time
<b>Salary (Optional)</b>	Profession Support Staff (PS-2)
<b>Brief Job Description</b>	This is a professional support position responsible for accounts receivable/payable; payroll; billing; personnel files and other clinic duties.
<b>Education Requirements</b>	Must be a high school graduate or equivalent, however an associate degree is preferred. Competent in use of computer software and programs. Accounting background preferred.
<b>Additional Comments</b>	Must be self-motivated and able to work independently.
<b>Instructions for Applying</b>	Submit resume to: Jackie Dever, RN, BSN, Administrator Livingston County Health Department 310 E. Torraine Ave., Pontiac, IL 61764 FAX: 815-842-1063 Email: <a href="mailto:jdever@lchd.us">jdever@lchd.us</a>  OR go to <a href="https://www.vscyberhosting3.com/livingston/">https://www.vscyberhosting3.com/livingston/</a>
<b>Application Deadline</b>	Until filled