

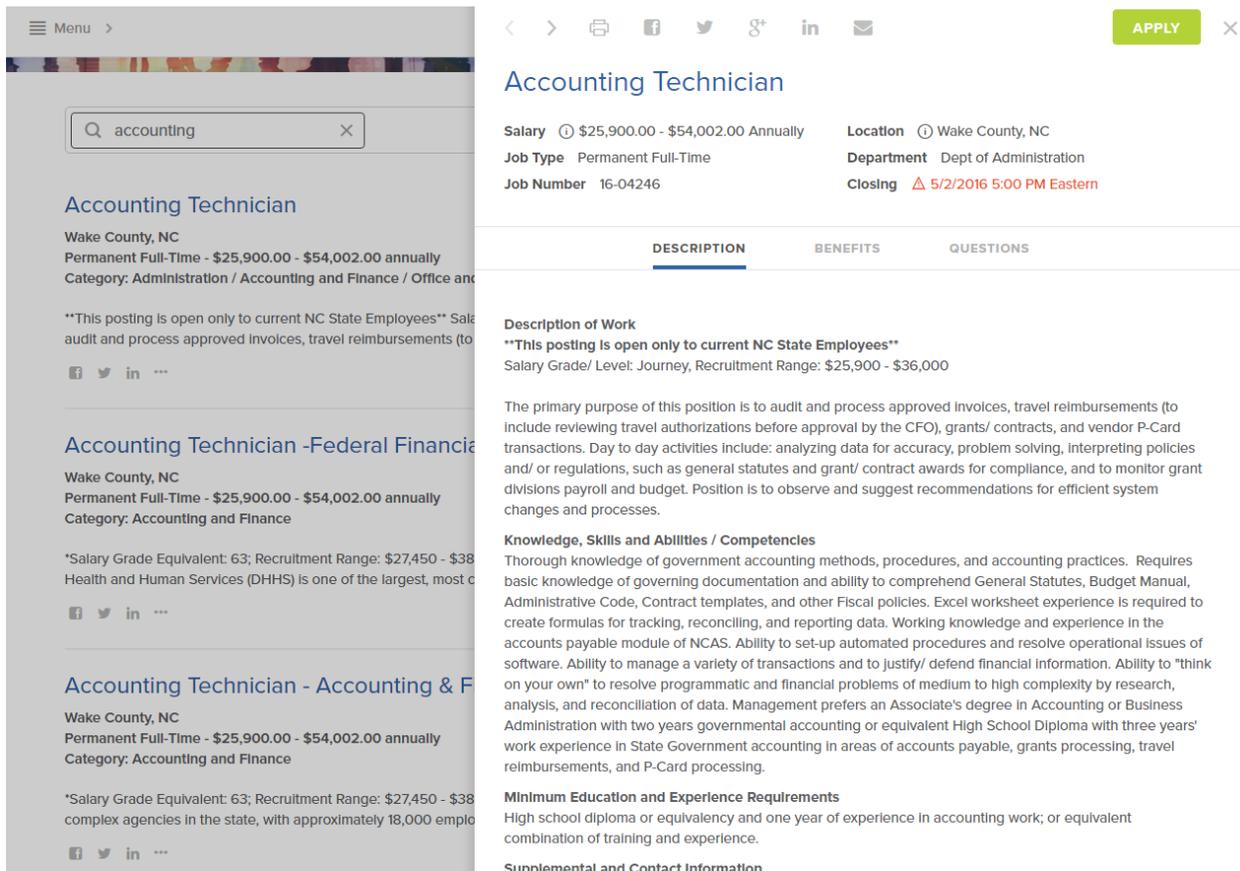
How to share a job posting on LinkedIn

Easy Way:

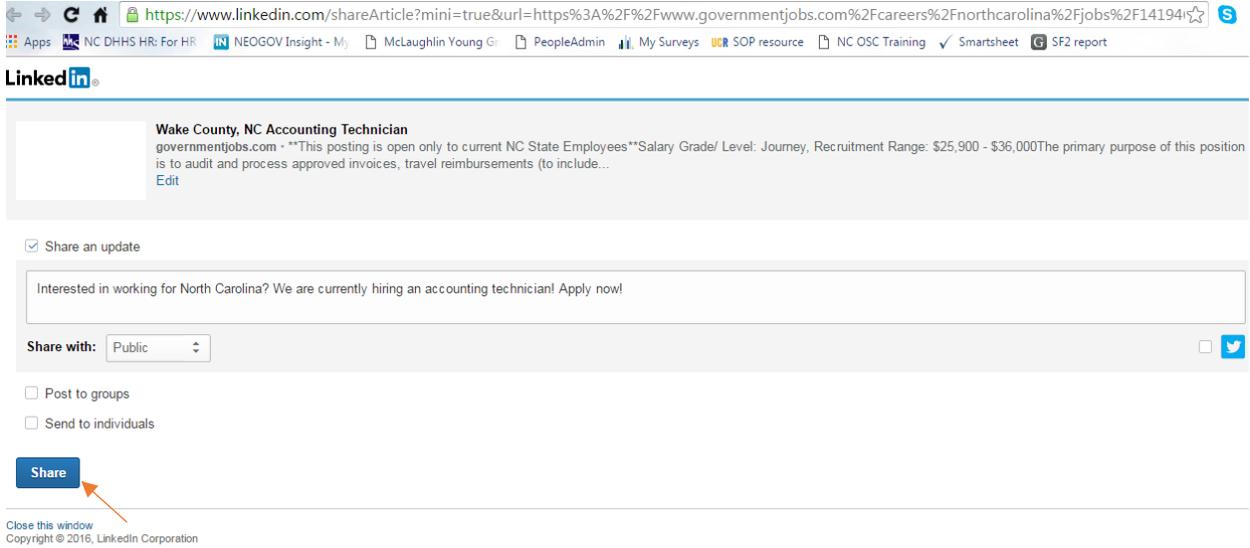
1. Go to www.workfornc.gov
2. Click on "Search Job Opportunities", this will bring you to the job listings
3. Search for the job you are looking to share



4. Click on the position; this will open up a side window with the details of the position



5. Click on the gray “in” button. This will open up a new window where you can type a description of the position before sharing it to your network



The screenshot shows a browser window with the LinkedIn URL: <https://www.linkedin.com/shareArticle?mini=true&url=https%3A%2F%2Fwww.governmentjobs.com%2Fcareers%2Fnorthcarolina%2Fjobs%2F141941>. The page title is "Wake County, NC Accounting Technician" from governmentjobs.com. The description states: "This posting is open only to current NC State Employees**Salary Grade/ Level: Journey, Recruitment Range: \$25,900 - \$36,000The primary purpose of this position is to audit and process approved invoices, travel reimbursements (to include...". There is an "Edit" link below the description.

Below the description, there is a "Share an update" section with a checked checkbox. A text input field contains the text: "Interested in working for North Carolina? We are currently hiring an accounting technician! Apply now!". The "Share with" dropdown is set to "Public". There are checkboxes for "Post to groups" and "Send to individuals", both of which are unchecked. A blue "Share" button is highlighted with a red arrow.

At the bottom left, there is a "Close this window" link and a copyright notice: "Copyright © 2016, LinkedIn Corporation".

6. Click “Share”



The screenshot shows a green success message bar at the top of the page. It contains a white checkmark icon followed by the text: "Great! You have successfully shared this update."

Harder Way:

1. Go to www.workfornc.gov
2. Click on "Search Job Opportunities", this will bring you to the job listings
3. Search for the job you are looking to share
4. Click on the position; this will open up a side window with the details of the position
5. Highlight the web address; right click it and click "copy"

The screenshot shows a web browser with multiple tabs. The active tab is "Job Opportunities | Career" on the URL <https://www.governmentjobs.com/careers/northcarolina/jobs/1419464/accounting-technician>. The page displays a search for "accounting" and lists several job results. The selected job is "Accounting Technician" in Wake County, NC. The job details are as follows:

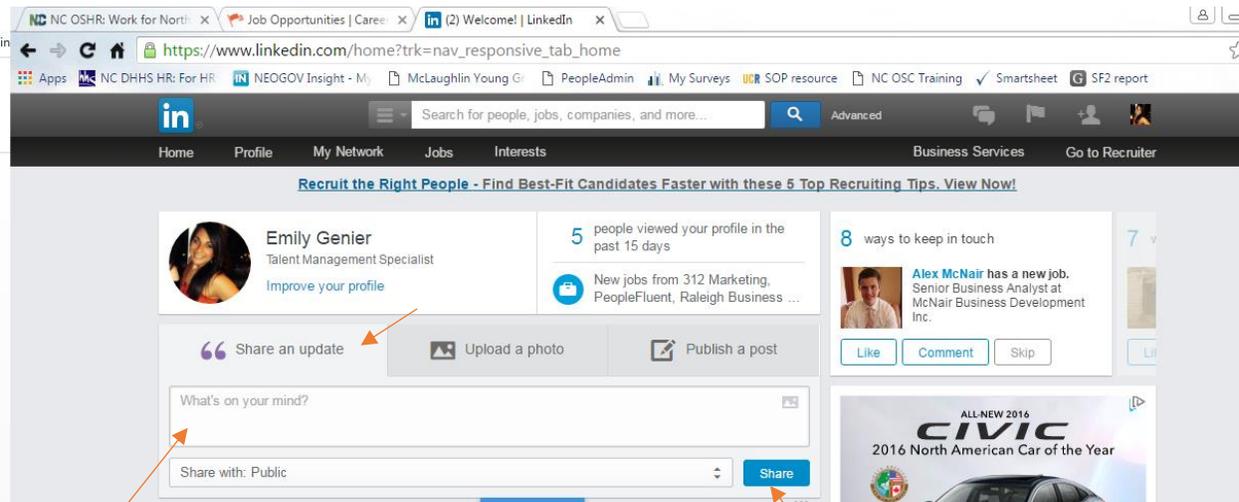
- Salary:** \$25,900.00 - \$54,002.00 Annually
- Location:** Wake County, NC
- Job Type:** Permanent Full-Time
- Department:** Dept of Administration
- Job Number:** 16-04246
- Closing:** 5/2/2016 5:00 PM Eastern

The job description includes the following sections:

- Description of Work:** **This posting is open only to current NC State Employees**
Salary Grade/ Level: Journey, Recruitment Range: \$25,900 - \$36,000
The primary purpose of this position is to audit and process approved invoices, travel reimbursements (to include reviewing travel authorizations before approval by the CFO), grants/ contracts, and vendor P-Card transactions. Day to day activities include: analyzing data for accuracy, problem solving, interpreting policies and/or regulations, such as general statutes and grant/ contract awards for compliance, and to monitor grant divisions payroll and budget. Position is to observe and suggest recommendations for efficient system changes and processes.
- Knowledge, Skills and Abilities / Competencies:** Thorough knowledge of government accounting methods, procedures, and accounting practices. Requires basic knowledge of governing documentation and ability to comprehend General Statutes, Budget Manual, Administrative Code, Contract templates, and other Fiscal policies. Excel worksheet experience is required to create formulas for tracking, reconciling, and reporting data. Working knowledge and experience in the accounts payable module of NCAS. Ability to set-up automated procedures and resolve operational issues of software. Ability to manage a variety of transactions and to justify/ defend financial information. Ability to "think on your own" to resolve programmatic and financial problems of medium to high complexity by research, analysis, and reconciliation of data. Management prefers an Associate's degree in Accounting or Business Administration with two years governmental accounting or equivalent High School Diploma with three years' work experience in State Government accounting in areas of accounts payable, grants processing, travel reimbursements, and P-Card processing.
- Minimum Education and Experience Requirements:** High school diploma or equivalency and one year of experience in accounting work; or equivalent combination of training and experience.
- Supplemental and Contact Information:**

6. In a new tab, go to www.linkedin.com
7. Sign in

8. On your homepage, click “Share an Update”



9. Right click in the text box, click “paste”

10. Click “Share”

You have now posted the position to your network 😊