

KENTUCKY ARTS COUNCIL POSITION ANNOUNCEMENT

49684BR (Auto req ID)	Click on Search & Apply link located at the top of page. Click the Search Openings link. Use this number (49684BR) in the KEYWORD search field on the Search Openings Web page.
WORKING TITLE:	Fiscal Officer
WORK LOCATION: CITY/COUNTY	Full-time (37.5 hours per week) position available at the Kentucky Arts Council, a state agency in the Tourism, Arts and Heritage Cabinet, located in Frankfort, Kentucky
AGENCY:	Kentucky Arts Council www.artscouncil.ky.gov
GENERAL JOB DUTIES:	<p>The Kentucky Arts Council (KAC) seeks a detail-oriented and motivated individual to serve as fiscal officer. This position coordinates all fiscal processes and manages the budget for the agency, working closely with the executive director. The position is responsible for maintaining appropriate fiscal processes for the agency and must be knowledgeable about state and federal regulations and guidelines to ensure compliance.</p> <p>Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Coordinates budget preparation, implementation, analysis, monitoring and evaluation. • Monitors expenditures and revenues, and availability of agency, state and federal funds • Coordinates and oversees the work of personnel engaged in payments and fiscal processes. Monitors availability • Oversight of fiscal process and procedures for Kentucky Crafted: The Market and other agency activities involving revenues and expenditures. <p>Work is primarily performed in an office setting; however, this position requires in-state and occasional out-of-state travel</p>
MINIMUM REQUIREMENTS:	Graduate of a college or university with a bachelor's degree. Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree will in public or business administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.
SPECIAL REQUIREMENTS:	Skills preferred include: <ul style="list-style-type: none"> • Excellent written and verbal communication, organizational, and computer skills. • Experience in state government and management of state and federal funds is a plus. • Ability to work efficiently, prioritize tasks and multi-task. • Strong interpersonal skills including the ability to work well in a team environment.
ADDITIONAL REQUIREMENTS:	Applicants may be subject to a drug screening test and background check. Please submit a letter of interest which clearly explains how your background, experience and training meet the required skills and qualifications; a professional resume; and three professional references to 500 Mero St. 21 st Floor, Frankfort, KY 40601
SALARY RANGE:	Salary range for this position is \$2937.20 - \$3890.90 monthly and is commensurate with education and experience
GENERAL DESCRIPTION OF BENEFITS:	Benefits include state retirement and health insurance, paid holidays, sick and annual leave, and optional deferred compensation plan.
TO APPLY:	Contact Tammie Williams, Kentucky Arts Council, by email at tammie.williams@ky.gov or by calling 502-564-3757. Completion of the state application on the following website: https://careers.ky.gov/Pages/cosinstructions.aspx
EQUAL OPPORTUNITY EMPLOYER M/F/D	