

JOB ANNOUNCEMENT
Posting Date 10/04/2018
Legislative Research Commission

Chief Fiscal Officer

The Legislative Research Commission is accepting applications for the position of **Chief Fiscal Officer** in the Fiscal Management Department. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties:

- Establish biennial budget for the Legislative Branch in accordance with established procedures and policies.
- Complete any year-end steps (for budget transfer, budget reduction plan, cash transfer, etc.) needed per the Legislative Branch Budget.
- Establish allotment amounts using current appropriation for personnel, operating, and capital outlay categories, and track to ensure enough funds remain to cover expenditures throughout the year.
- Provide requests to Finance and Administration Cabinet upon legislative approval to establish capital construction accounts.
- Serve as coordinator (non-voting member) of the Employee Suggestion System panel responsible for scheduling monthly meetings, maintaining record of panel and Director's decisions, and communicating those decisions to the Director and other employees, if applicable. Prepare cost savings analysis, if applicable.
- Confer with and serve as technical financial adviser to management on financial issues and other related matters.
- Prepare fiscal/statistical reports.
- Analyze fiscal/statistical management reports.
- Submit corrective plans to the LRC Director as appropriate.
- Perform other duties as assigned.

Minimum Requirements: A bachelor's degree in accounting, business administration, finance, public administration, or related field supplemented by five years of financial management experience involving accounting, budgeting, auditing, or financial analysis and reporting.

Education may be substituted for experience and experience may be substituted for education at the discretion of the hiring supervisor/manager.

A current, valid certificate as a certified public accountant issued by the Commonwealth of Kentucky will substitute for one year of the required experience.

Desired Skills and Abilities:

- Knowledge of and ability to use principles, methods, techniques, and systems of financial management.
- Knowledge of principles, methods, and procedures used in budgeting, accounting, internal auditing, program evaluation, and financial and managerial reporting.
- Knowledge of laws, rules, and regulations governing installation and operation of a government system of accounts and their application to specific situations.
- Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.
- Knowledge of government budgeting preparation, problems, practices, and methods, and their application to specific situations.
- Knowledge of automatic data processing systems, procedures, and controls.
- Ability to plan, direct, and coordinate difficult and complex financial programs.
- Ability to develop, apply, and adjust financial plans and policies to attain organization objectives.
- Ability to establish and maintain effective working relationships with all levels of management.
- Ability to apply sound independent judgment in the solution of financial problems and in the administration of a financial program.
- Ability to make oral and written presentations in a clear and concise manner.
- Ability to analyze and make objective and logical determinations from financial data and to draw sound conclusions.
- Ability to use various types of electronic or manual recording and information systems used by the agency, office, or related units.
- Ability to understand and uphold the strict confidential nature of legislative work.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim significant amounts of overtime may be required.

This is a permanent, full-time position with benefits, including health and life insurance; retirement plan; and paid holidays, vacation, and sick days.

Application Deadline: Applications for this position must be submitted by the close of business October 18, 2018. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. An application (which may be accessed at www.lrc.ky.gov/lrc/LRCapplication.pdf)

must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Deputy Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.