

NOTICE OF JOB OPENING

GRANT FUNDED

Posting Begins	July 21, 2022	Posting Ends	August 17, 2022
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Position Title	FISCAL OFFICER
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Department	Community Development	Division	
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X	New Position	X	Full-time	40+	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	City Hall Building 701 N. 7 th Street Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: Responsible for managing advanced financial activities in the support of multiple grant programs and initiatives including the CDBG, HOME, ESG, and other grant programs. Duties include: checking and reviewing the work of other program staff for accuracy; performance of duties for HUD and UG financial system requirements; managing daily financial operations, processing payroll, maintaining federal transaction system ledgers, and developing and administering program budgets; preparing programmatic, financial and regulatory reports including annual performance reports; managing annual audit process for grant programs; and performing financial and program monitoring of grant-funded outside agencies. Also responsible for working with other governmental financial systems to ensure compliance with federal regulations. Also responsible for interpreting and analyzing applicable laws and regulations as well as ensuring compliance; cultivating and maintaining relationships with other departments, agencies, and organizations; assisting in the preparation of grant applications and proposals; and performs other duties as required.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and two years of related program experience; or an equivalent combination of education and experience sufficient to successfully perform essential duties; considerable knowledge of accounting principles and procedures; strong verbal and written communication skills; ability to access and interpret applicable laws, rules and regulations; knowledge in managing multiple projects/funding resources; knowledge of working with non-profit organizations; strong knowledge of computers and computer programs such as Excel; and office equipment. Valid Driver's License is required.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$4,160.00-\$5,564.00/mo.	PI #	3574	Class. Code	0214
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EXT 8/4/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
EOE