

NOTICE OF JOB OPENING

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Posting Begins	July 21, 2022	Posting Ends	August 17, 2022
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Position Title	FISCAL OFFICER
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Department	Parks and Recreation	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	Fleet Center- 5033 State Avenue, Kansas City, KS 66102
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BRIEF JOB DESCRIPTION: The Fiscal Officer position oversees all financial actions within the Unified Government Parks and Recreation Department. Duties include advanced administrative support and project management. Coordinating special project committees and participating in a wide variety of meeting and projects. Providing customer service and responding to customer complaints or requests for information. Providing project supervision. Assisting in the preparation and monitoring of the annual budget. Monitoring cash handling procedures. Compiling and maintaining statistical information and creating a variety of reports. Maintaining inventories of office equipment, supplies and forms and reorders supplies as necessary. Tracking departmental personnel records and supervising record retention and disposal. Serve as the liaison between the office/department and other departments. Assists in preparing grant applications to secure funding. Compiling, classifying, and preparing financial information.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business, Finance, Accounting, or field related to area of assignment or, an equivalent combination of education and experience to successfully perform the essential duties of the position. Requires effective oral and written communication skills, financial, analytical, and problem-solving abilities. Previous experience in local government operations, financial management, or budgeting preferred. Ability to prepare reports and spreadsheets.

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

Salary Range	\$4,160.00-\$5,564.00/mo.	PI #	2658	Class. Code	0214
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EXT 8/4/22

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