

NOTICE OF JOB OPENING

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Posting Begins	November 17, 2022	Posting Ends	November 30, 2022
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Position Title	FISCAL SUPPORT SPECIALIST
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Department	Finance	Division	Payroll
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	701 N. 7 th Street 7 th Floor Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: The incumbent will be involved in all aspects of payroll entry for the public safety departments. Extensive data entry and review, mathematical calculations, by hand and 10 key will be required. Attention to detail; ability to read and understand complex contracts and apply diverse rules that vary by contract.

MINIMUM QUALIFICATIONS: Associate's Degree in Accounting, Business or a closely related field and three years of experience related to the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Interpersonal skills as applied to interaction with coworkers and supervisors. PC literacy required, experience with MS Office Excel and Word essential.

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

Salary Range	\$16.17-\$20.58/hr.	PI #	6758	Class. Code	0213
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