

NOTICE OF JOB OPENING

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Posting Begins	September 15, 2022	Posting Ends	September 28, 2022
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Position Title	FISCAL OFFICER
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Department	Finance	Division	Finance Administration
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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	City Hall Building 701 N. 7 th Street 3rd Fl Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: Responsible for assisting the Debt Coordinator by performing a wide variety of fiscal support activities including: The monitoring of capital projects budget and spend, and the preparation of entries related to debt financing; assisting with gathering information from departments and preparing documents related to the issuance of debt; completion of annual and semi-annual disclosure and compliance filings; monitoring tax-exempt bond issues for compliance and providing transaction detail reports for calculation of arbitrage rebate calculations; understanding and tracking project development agreements, preparation of payments related to pledged revenues, and processing of adjustments to the general ledger to reclassify related transactions; tracking various revenue and miscellaneous data used in the preparation of the ACFR and the Budget; providing support for economic and financial analysis including special taxing districts and project development areas; preparation of various special annual reports, and various other tasks.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business, Finance, Accounting, or related field or, an equivalent combination of education and experience to successfully perform duties above. Requires effective oral and written communication skills, financial, analytical, and problem-solving abilities. Previous experience in local government operations, financial management, or budgeting preferred. Experience in Microsoft Office and 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 #	3482	Class. Code	0214
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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 SUBMIT 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