

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	August 18, 2022	<b>Posting Ends</b>	September 14, 2022
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<b>Position Title</b>	<b>MANAGEMENT ANALYST</b>
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<b>Department</b>	Finance	<b>Division</b>	Accounting
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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

<b>Location of Position</b>	701 N. 7 <sup>th</sup> ST
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**BRIEF JOB DESCRIPTION:** Incumbent will be responsible for performing day-to-day work as well as conducting period work. Duties include: Completing annual reports; periodic reconciliations; special reports; researching, reviewing and analyzing data for decision-making purposes; and carrying out the day-to-day operations of the Accounting Division under the direction of the Accounting Manager. Assist the Accounting Manager with various workpapers and schedules during the annual financial audit. This employee will review payments, cash and journal vouchers for accuracy and compliance with established controls and principles; respond to and resolve problems related to Accounting Division operations; reconcile various accounts; assist the Accounting Manager in the creation of all adjustments required to present financial information on a GAAP basis; assist the Accounting Manager in the completion of the Comprehensive Annual Financial Report; assist the Accounting Manager in preparation for the OMB Circular A-133, Single Audit, conducted by external auditors; assist the Accounting Manager in updating existing policies and establishing new policies; research, review and analyze data for informational and decision-making purposes; formulate and present recommendations; perform other duties of a similar nature or level as required.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in a related field and five years of increasingly responsible experience in the field of expertise; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Certified Public Accountant (CPA) or candidate is highly desirable. Successful candidate will have knowledge of basic and governmental accounting principles, reconciliation process, internal controls, research methods and resources.

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

<b>Salary Range</b>	\$4,608.94-\$6,290.27/mo.	<b>PI #</b>	3493	<b>Class. Code</b>	0509
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**Ext 9/8/22**

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 SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY**

**EOE**

*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*