



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FEDERAL FUND ACCOUNTANT

Job Number: 21002229

Job Code: 91040V241016

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 02/16/2018

Job Revised: 10/16/2024

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Within the single designated organization of a Cabinet or designated Department responsible for issuance of the Commonwealth's Annual Comprehensive Financial Report (ACFR) OR expending at least \$700 million in federal funds annually, performs professional accounting duties to administer highly complex federal funding programs across multiple agencies; OR serves in a highly technical capacity in direct assistance to the Federal Fund Accountant Controller in the oversight of the accounting organization, including report management; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree (which includes twenty semester hours or thirty quarter hours in accounting).

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years professional accounting or audit experience. Two years of the required experience must include federal accounting, auditing, or reporting.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in Kentucky State Government federal accounting will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as the Accountant-In-Charge of federal funding awards or contracts at a high level of complexity. Complex federal funding programs include at least three of the following attributes: entitlement awards; multiple funding profiles/match requirements, multiple Major Programs, multiple Federal Financial Reports (FFR) per year, programs containing both Administrative and Benefits components, accrual basis award reconciliations, and daily cash draws. Coordinates the work of accounting professionals to achieve deadlines and ensures timely draws of federal grant funds for assigned programs. Performs and reviews professional accounting work for the establishment, analysis, maintenance or reporting of fund accounting records at the highest level of technical complexity. Prepares, reviews, and approves all levels of complex accounting entries and documents. Assists with the development, documentation, and maintenance of internal controls. Prepares reconciliation reports of draws through federal Payment Management System. Coordinates reporting under the Federal Fund Accounting and Transparency Act (FFATA). Assist accountants to ensure cash management and federal requirement minimum standards are met at all times. Serves as project leader to support all fund accounting organization; designs accounting system reports, builds data extracts for internal reporting needs. Oversees accounting organization's implementation of security and account setup procedures, entity- wide reporting and closing activities. Assists in implementation and maintenance of major statewide or agency cost allocation plans, recommends modifications to the plans and prepares requests for agency approvals. Identifies and resolves complex issues with agencies that may arise in the closing and annual reporting processes. Participates in all activities in preparation of the Commonwealth's Annual Comprehensive Financial Report (ACFR). Coordinates assigned components of the Schedule of Expenditure of Federal Awards (SEFA) and Annual Comprehensive Financial Report (ACFR). Assists the Federal Fund Accountant Controller in the overall management and oversight of the entire accounting organization. Serves as project leader in the development and maintenance of high priority and/or complex accounting issues. Determines accounting impact for large-scale federal grant issues and advises executive level management on the results. Provides technical advice and assists accounting personnel in designing, testing, and revising systems of internal control. Evaluates and monitors the cabinet/ Controller's Office internal control plan on an ongoing or recurring basis for compliance with federal/state internal control requirements. Develops procedures to ensure cabinet compliance with laws and regulations regarding fiscal operations. Directs and coordinates special tasks requested by departments/agencies or deemed necessary by the Cabinet. Monitors cabinet compliance with audit findings and recommendations and serves as liaison for agency audit resolution. May supervise professional accounting personnel.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.