



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FEDERAL FUND ACCOUNTANT MANAGER

Job Number: 21002230

Job Code: 91050V241016

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 02/16/2018

Job Revised: 10/16/2024

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 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, under the direction of the Federal Fund Accountant Controller, serves as manager of all professional accounting personnel in the administration of federal funds. Provides direct assistance to the Federal Fund Accounting Controller in the administration of all federal fund operations and the implementation of financial initiatives; 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 six years professional accounting or audit experience. Four 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.*

Provides overall management of federal fund accounting and ensures timely draws of federal grant funds to support cabinet operations. Supervises professional accounting personnel. Reviews and approves financial documents, transactions, and reports required for federal and statewide reporting of funds and ensures reporting standards and deadlines are met. Directs and coordinates personnel in the ongoing accounting, periodic reporting as required by federal grant awards and preparation of cabinet and statewide reporting including the Schedule of Expenditure of Federal Awards (SEFA), the closing package and the Commonwealth's Annual Comprehensive Financial Report (ACFR).

**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.*