



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FEDERAL FUND ACCOUNTANT CONTROLLER

Job Number: 21002231

Job Code: 91060V241016

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 02/16/2018

Job Revised: 10/16/2024

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 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, serves as the chief financial advisor, providing overall management in the administration of federal funds within a complex accounting system. Oversees compliance with federal and state financial reporting and audit requirements. Provides direct supervision of Federal Fund Accountant Managers; 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 eight years professional accounting or auditing experience. Five 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 professional accounting and financial reporting activities on a cabinet-wide basis. Provides expertise to financial management staff within the Cabinet and the general accounting office. Supervises professional staff members responsible for coordinating large financial segments of the Cabinet. Oversees cabinet compliance with state and federal requirements for federal grants and contracts, state and agency funds, including a system of internal controls related to federal and state funds, cash management, and pre-audit. Oversees compliance with and maintenance of the Cabinet or Commonwealth's Cost Allocation Plans, for approval by federal funding agencies. Directs and coordinates the preparation of cabinet financial information to be included in the closing package, the Schedule of Expenditure of Federal Awards (SEFA) and the Commonwealth's Annual Comprehensive Financial Report (ACFR). Serves as primary liaison to federal and state agencies and auditors. Receives and assigns findings identified by the statewide audit and audits of federal programs. Participates in and contributes to executive level decision making on financial matters. Researches and evaluates accounting and auditing standards prior to implementation. Provides overall financial management and oversight related to all aspects of accounting, including receivables, disbursements and cash management for the Cabinet. Utilizes an in-depth knowledge of generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).

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.