

GRANT FISCAL OFFICER - Position #K0237332

If you're looking for a rewarding career, working alongside dedicated colleagues in a conservation agency, you'll feel right at home with the Kansas Department of Wildlife and Parks (KDWP). As a member of the KDWP team, you'll work together with other administrative staff supporting Kansas conservation and recreation professionals, ensuring our citizens enjoy and appreciate the state's diverse natural resources. KDWP offers competitive pay; paid sick, vacation, maternity and paternity leave; first day health insurance; and retirement benefits.

We welcome diversity because a diverse workforce makes us stronger. Please take a moment to read the job announcement below and consider the possibilities.

This permanent, full-time position is located in the Office of the Secretary, Topeka, KS; and is directly supervised by Jill McMillan, Federal Aid Coordinator.

This position audits monthly expenditures under Pittman-Robertson, Dingell-Johnson, State Wildlife Grants, US Coast Guard Boating Safety, and Threatened and Endangered Species federal grant programs on an individual grant by grant basis for compliance.

Develops criteria and conducts limited scope audits of selected grants and develops automated filters for application in auditing expenditures from SMART downloads; notifies grant coordinators of coding errors or coding issues; assists in the tracking and verification of error corrections; identifies risks and deficiencies in agency coding and proposes resolutions; recommends changes to agency cost information system to allow for more effective, allowable, and eligible charging of expenditures to grants. Prepares and submits timely requests for reimbursements from federal grant awarding agencies; reconciles receipts by funding program; prepares interim fiscal reports as required by grant program and completes final fiscal reports necessary for individual grant closeouts. Coordinates contract for development of the agency's indirect cost rate proposal to the National Business Center; advises staff on federal aid audit methodology and compliance issues; provides financial technical assistance to non-traditional grant recipients and conducts electronic draws for reimbursements. Assists in providing training on federal aid financial audit criteria; develops, maintains, and utilizes multiple databases to provide special reports as needed; and develops and provides federal receipt projections to agency revenue estimating team for assistance in preparing annual budget submission.

BENEFITS: Beginning hourly salary, \$30.48/hour to \$33.00/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Three years of experience in examining financial records and controls to assess accuracy of records and compliance with statutes, regulations, and professional/legal standards. Bachelor's degree in accounting/auditing, business administration, finance or economics may be substituted for experience as determined relevant by the agency. The successful candidate must pass a background check and must possess and maintain a valid driver's license.

ADDITIONAL QUALIFICATIONS/SKILLS/ABILITIES: The successful applicant must have a mix of computer database, spreadsheet, and word processing knowledge. A basic knowledge of cost accounting principles, financial statements and audit principles and knowledge of federally approved auditing standards is desirable. Applicants having experience with the SMART process or other electronic financial systems are preferred. Experience with federal grants preferred. Applicants must possess the ability to communicate effectively and train others. The

successful applicant will be innovative and a resourceful self-starter able to work with minimal supervision and demonstrate organizational skills.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application -this is generated automatically based on the information input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

*****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – April 19, 2024

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.