



Kentucky Community and Technical College System Fire Commission – State Fire Rescue Training

Staff Accountant

Job #9989

Open Date: 9/28/2021

Close Date: Open Until Filled

*KCTCS is committed to achieving excellence through cultural diversity.
We actively encourage applications and/or nominations of persons of color,
women,
veterans, persons with disabilities and other individuals.*

KCTCS is an equal opportunity employer and educational institution.

ABOUT US

The Kentucky Community and Technical College System is the Commonwealth's largest postsecondary institution serving more than 100,000 students through 16 colleges with more than 70 campuses. We also are Kentucky's largest provider of workforce and online education. Through partnerships with business and industry, we align our programs to meet the needs of local employers. Our colleges are united in their commitment to making life better for our students, communities, and the citizens of Kentucky.

The Kentucky Fire Commission is committed to enhancing safety and education within the fire service for the citizens and industries within the Commonwealth through standardized special and technical education, training, communication, coordination and the distribution of funds to the agencies throughout the Commonwealth of Kentucky.

KCTCS offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity including:

- Exceptional health care, vision, dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match.
- Employee Assistance Program

The open position, outlined below, is located in Paris, Kentucky.

POSITION DESCRIPTION

The **Fire Commission Staff Accountant** position will provide back up for the Director of Finance when needed. Take over some of the daily functions in maintaining the financial reporting and data of the Fire Commission and State Fire Rescue Training (SFRT).

MAJOR RESPONSIBILITIES/DUTIES

- Process check requests, voucher load files, requisitions, processing receivers, management of payroll to general ledger posting, HR encumbrance maintenance, journals, and grant journal management.
- Expense Report Auditing: Review and audit all expense reports charged to the Fire Commission budgets by instructors and staff. Ensure accurate charges are being recorded to the appropriate budgets. Help review and audit expense reports charged to State Fire Rescue Training budgets as a backup as well.
- Manage SharePoint site for Fire Commission and State Fire Rescue Training policies and processing instructions.
- Process cash receipts and accounts receivable payments in PeopleSoft.
- Provide back-up to the credit card virtual terminal.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree in Accounting, Finance and three (3) years relevant experience or equivalent.

This position requires the selected candidate to be detail oriented and have excellent oral and written communication skills. The ability to multi-task using multiple computer programs and flexibility to maneuver among several competing deadlines.

PREFERRED COMPETENCIES

- Master's degree in Accounting, Finance and eight (8) years related experience or equivalent.

KY law requires state and national pre-employment background checks as a condition of employment.

Initial review of applicants will begin on October 12, 2021

Position is open until filled - Applicants will be notified if selected for an interview
For questions regarding the above position, [contact us](#) by emailing
jobs@kctcs.edu