



Name:	Department: Kentucky Historical Society
Job Title: Accounting Clerk	Class Title: Accounts Administrator - KHS
Reports to: Director of Finance & Support Services	Division: Administration
Organizational Level: Finance & Support Services	Position Number: 31170583
	Position Type: Full-time, Non-Exempt
	Hire Date:

Job Summary:

The Kentucky Historical Society (KHS) is seeking an Accounting Clerk to join our Finance and Support Services Department (F&SS). The Department is responsible for all financial functions at the agency and department levels along with oversight of Facilities, Security, and COT functions.

The Accounting Clerk, under supervision, performs various accounting clerical duties such as posting transactions, reviewing balances, and reconciliation of accounting records. The Accounting Clerk processes and produces reports for various types of financial transactions.

This position will work closely with the Budget Specialist and the Director of Finance & Support Services as a team to ensure separation of duties is achieved.

Essential Duties and Responsibilities:

- Processes disbursements, receipts, expenditures, and fund transfer requests.
- Processes purchase orders, delivery orders, personal service contracts and other purchasing documents.
- Maintains finance documentation and audit trails. Reconcile receipts and follow up on invoices and purchase requests. Prepare invoices for special events.
- Maintains agency financial records retention schedules.
- Work with OPS to add quotes to master agreements as needed.
- Calculates and recommends accounting adjustments as needed.
- Other duties as assigned.

Skills and Expectations include but are not limited to the following:

- Exceptional communication skills.
- Organization and efficiency.
- Financial/Accounting background.
- Ability to work under pressure, multi-task and prioritize projects.
- Experience in Microsoft Office, TEAMS, eMars, EBI, and KBUD.
- Understanding various state forms ITI/ITA, IET, GAX2, RFP, PON2, etc.
- Experience with POS software platforms.



- Familiarity with the FAP guidelines in state procurement.
- Familiarity with Governmental Accounting Standards Board (GASB) principles in state financial reporting and ensure compliance with evolving standards.
- Familiarity with Generally Accepted Accounting Principles (GAAP).

Qualifications:

EDUCATION: Associate's degree in accounting, economics, finance, or related field. Bachelor's degree preferred.

EXPERIENCE, TRAINING, OR SKILLS: One year of professional experience in accounting, auditing, planning, or a related field.

Substitute **EXPERIENCE** for **EDUCATION:** Accounting, bookkeeping, or fiscal clerical experience will substitute for the required education on a year- for-year basis.

Working Conditions:

- This position works a regular Monday – Friday schedule, 37.5 hours per week, but must be willing to work overtime or alternate work schedule to support the mission, programs, and special events of the Kentucky Historical Society.
- Maintain a valid driver's license.
- Frequently communicate in person or by other means of technology.
- Spend a major portion of time using the computer.
- Sit for extended periods of time.

Competencies/Behavior Dimensions:

- **Passion for Kentucky history:** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, and stewardship. Possess the ability to communicate this passion to others.
- **Service:** We value our role in serving the public and work to ensure those services are exemplary. (Or similar: Service Focus - Values and delivers high quality, innovative service to all customers)
- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We therefore value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the



KHS mission.

- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed, or directed by the supervisor.