



<b>Name:</b>	<b>Department:</b> Kentucky Historical Society
<b>Job Title:</b> Budget Specialist	<b>Class Title:</b> Accounts Administrator II - KHS
<b>Reports to:</b> Dir of Finance & Support Services	<b>Division:</b> Administration
<b>Organizational Level:</b> Finance & Support Services	<b>Position Number:</b>
	<b>Position Type:</b> Full-time, Exempt
	<b>Hire Date:</b>

**Job Summary:**

The Kentucky Historical Society (KHS) is seeking a Budget Specialist 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 Budget Specialist ensures compliance with budgetary guidelines and statutes. Establishes funds, appropriating, and allotment upon approval. Performs reconciliation of allotments and appropriations. Develops and executes budget requests for biennial budget process upon approval. Processes capital project requests for additional funding, administers capital project accounts, and prepares the six-year capital project plan. Assists with on-going oversight and budget preparation, implementation, analysis, monitoring, and evaluation of programs, and completes state and federal mandated reports.

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

**Essential Duties and Responsibilities:**

- Reviews daily financial operations for compliance.
- Submits reporting including compilation of Board Finance Reports.
- Implements finance policies, procedures and operational changes.
- Research and makes recommendations for Agency Finance improvements.
- Develops budget requests for the Biennial Budget process.
- Develop budget requests for the Capital Budget Plan.
- Assists with Revenue management.
- 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.



- Experience with POS software platforms.
- 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:** Graduate of a college or university with a bachelor's degree in accounting, economics, finance, or related field.

**EXPERIENCE, TRAINING, OR SKILLS:** Two years of professional experience in statistical analysis, accounting, auditing, planning, or a related field.

Substitute **EXPERIENCE** for **EDUCATION:** Professional experience in statistical analysis, accounting, auditing, planning, or a related field 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.

### **Direct Reports:**

Position Number/Accounting Clerk

### **Competencies/Behavior Dimensions:**

- **Adaptability:** Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- **Lead:** Positively influence others to achieve results that are in the best interest of the KHS. Coaches, evaluates, and develops people; aligns performance with organizational goals.

### **Additional behaviors for managers and/or supervisors**



- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.
- **Behave Ethically:** Understand ethical behavior and KHS Policies and Procedures and ensure that our own behavior and the behavior of others is consistent with these standards.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks and make clear decisions which are timely and in the best interests of the KHS.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations, and/or resolve the problem.