

## FINANCE MANAGER POSITION

**Job Title:** Finance Manager  
**Position Number:** K0232040  
**Type:** Full Time, Nonexempt, Benefits, Unclassified  
**Salary:** \$43,000.00 - \$46,000 annually  
**Reports to:** Executive Director

### Job Description:

Directs and participates in the day-to-day operation of fiscal operations such as cost accounting, encumbrances, revenue analysis, grant management or other specialized activity; ensures compliance with established accounting principles, policies and objectives; and coordinates operations with other departments. Compiles financial data necessary to develop and monitor agency and departmental budgets; completes annual budgets for agency and departments; provides budgetary information for Legislative Research and Post Audit; reviews fund controls and departmental or organizational budgets to ensure positive balances. Prepares cash forecasts; revenue estimates and expenditures; revenue; budget status and other financial management reports. Makes travel arrangements for KSSC members and prepares travel vouchers.

### Budget and Financial Responsibilities (60%)

Responsible for the management and administration of agency budget using the State's financial system and other financial application programs.

Budget development and submission for Kansas Sentencing Commission through the State's IBARS. Gather pertinent information and incorporate it into budget narrative and budget sheets.

Drafting budget testimony and upon request presenting information to legislative committees and other interested parties.

Preparation and analysis of agency financials including estimation of future funding for SB 123 and agency operational funds.

Track all agency expenditures and receipts for each program.

Review and pay all inter-funds and other payments in SMART through SMART Service Center.

Perform accounting functions associated with the closing of fiscal years and preparation for upcoming fiscal year.

Approve payment vouchers.

**Other Duties as assigned (40%)**

Assist with editing KSSC meeting minutes.

Attend meetings as requested.

Make Sentencing Commission travel arrangements and prepare travel vouchers.

Assist in a rotation for telephone relief when the receptionist is out.

Other duties as assigned.

**Minimum Requirements:**

At least three years of experience in professional accounting work. Accounting coursework may be substituted for two years of experience. Bachelor's degree in accounting, grant writing or related field and SMART, the State of Kansas financial management system, experience is preferred.

One year of experience in collecting, evaluating, studying and reporting on statistical, economic, fiscal/budget, legislative or administrative data.