

Job Vacancy Notice

Recruitment: Open Until Filled

Position: Chief Fiscal and Property Officer / unclassified

Location: Central Office / Topeka

Requisition #201367

Pay: Minimum salary \$73,000 annual; higher salary may be negotiated based upon education and applicable experience.

The Kansas Commission on Veterans Affairs Office (KCVAO) is looking for a full time Chief Fiscal and Property Officer for the Central Office located in Jayhawk Towers, Topeka, KS. Position also serves as Chief Budget Officer. This position typically works M-F, 8 AM – 5 PM. Information regarding the agency is found on our website at: www.kcva.ks.gov. The position serves at will and reports to the KCVAO Director. This position is a supervisory, salaried exempt position and may require working more than a forty-hour week to complete tasks.

We are looking for a person of integrity who thrives on challenge, strives for accuracy and accountability; ensures consistency and commits to transparency. We are a state agency that provides information, support and services to veterans and their eligible dependents and the ability to be accurate and communicate clearly with both co-workers and customers is necessary.

The position has an excellent benefits package including health insurance and KPERS retirement. You must submit all required documents in the “how to apply” section to be considered.

As the Chief Fiscal and Property Officer, you will:

- Be an effective contributor to the agency strategic planning process,
- Advise senior leadership on the entire range of budgetary and financial matters, including control measures, and building consensus within the team and internal/external stakeholders regarding strategies that contribute to more efficient allocation of resources,
- Plan, implement and execute the financial programs directedly associated with the objectives of the KCVAO,
- Provide management oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds,
- Develop responses to Legislative Fiscal Note requests and Legislative Post Audit inquires,
- Formulate and implement policies that reflect consideration of “best practices” to govern the development, management, administration, and coordination of the KCVAO’s overall financial and property management,
- Study internal operating procedures and make recommendations to readjust procedures to achieve efficiency and effectiveness of overall processes,

- Demonstrate leadership ability to include the ability to coach, mentor and challenge subordinates and team members while adapting their leadership style to a variety of situations,
- Create and monitor an agency wide system of controls, procedures and forms for the recording of capital assets,
- Conduct and oversee periodic audits of fiscal and property management in all mission areas,
- Sustain a positive culture of collaboration and transparency,
- Plan, assign and supervise the work of agency wide fiscal staff to include the Business Offices at both state veterans nursing homes,
- Oversee the process of compiling and submitting Medicare and Medicaid Cost Report information,
- Oversee and write bid specifications for projects across the agency,
- Oversee, review and write contracts across the agency, and
- Manage procurement activities.

Key Requirements:

You must:

- be a U.S. Citizen or National to apply for this position,
- successfully pass a background check,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

Minimum Requirements:

- A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees with at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree).
- Three years of supervisory experience which includes leading, directing and assigning work of personnel.
- Three years of management level experience in budget, procurement, property management, financial management reporting and/or fiscal strategic planning. **Specific knowledge and skills needed include;**
- A highly collaborative and flexible orientation, with outstanding diplomacy, analytical and organizational skills,
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface laterally to others on the KCVAO leadership team, downward through the KCVAO organization and upward to external stakeholders,
- Keen judgment and emotional intelligence,
- Critical thinking skills, with the ability to use sound logic and reasoning to identify strengths and weaknesses and to seek alternative solutions, conclusions and approaches to problems,
- The ability to flawlessly manage significant amounts of detail,
- The ability to utilize state specific internet based systems as well as off the shelf programs (i.e. Microsoft Office, SMART, IBARS),
- The ability to exercise discretion, sound judgment, and the highest professional ethics,
- The ability to weigh issues in an unbiased manner, considering both strategic and tactical points of view,
- The knowledge of principles and practices of team building, ability to establish performance goals and assess progress toward their achievement, ability to adjust work operations and project objectives to

meet emergencies, changing project or production requirement within available resources and with minimum sacrifice of quality or quantity of work, and

- Demonstrated experience in developing a large diversified annual budget and adjusting and adapting to ensure expenditures do not exceed the annual budget allocation.

Post-Offer, Pre-employment Requirements:

- As authorized by the 2018 Kansas Legislature, effective July 1, 2018, K.S.A. 75-4362 is amended to designate all positions with the Kansas Commission on Veterans' Affairs office, to include both the Kansas Soldiers' Home and Kansas Veterans' Home as Safety Sensitive positions and subject to the drug testing program. All applicants with a conditional offer of employment on or after July 1, 2018, shall be required to submit to a drug screening test.

Preferred Requirements:

- A Master's Degree
- SMART and IBARS experience in a state agency
- Experience with Medicare and Medicaid cost reports

To be successful, the candidate will:

- be expected to routinely perform the position tasks with limited supervision by the end of the probationary period.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at:

<http://admin.ks.gov/services/stateemployment-center/job/why-register>. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at: <https://admin.ks.gov/services/stateemployment-center/sec-home/state-employment/fboxapp>

STEP 3: Submit your online application to the Veterans Commission, Job Requisition 190936.

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- Online State of Kansas Application form

- Kansas Tax Clearance Certificate (current)
- Copy of transcriptions to verify educational requirement
- Cover Letter and Resume (optional but encouraged)

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant (to include current state employees) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Kim Tatum, Human Resources
Phone: 785-338-1922 FAX: 620-221-7161
Email: kcvao.jobs@ks.gov

How You Will Be Evaluated:

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans Affairs Office is an Equal Opportunity Employer