



## Accounting Specialist

**Job Type:** Full-time 37.5 hours per week  
**Salary:** \$37,800.00 - \$42,500.00 – Commensurate with experience  
**Work Location:** Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

### Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

### Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP and employee discounts.

### Position Summary:

The Accounting Specialist will be responsible for general accounting procedures for agency banks, ledgers, and accounts.

### Essential Functions (must be able to execute with/without reasonable accommodation):

Necessary to accomplish position objective; inclusive of how they are performed and frequency at which they are performed. (Employee must be able to perform with or without reasonable accommodations.)

- Process in-house disbursements under Imprest Cash authority and KSFB Escrow accounts on a semi-weekly basis.
- Compile monthly spreadsheets for 1099 reporting of in-house disbursements to KY State Finance.
- Create Imprest Cash account reimbursements in the state accounting system.
- Download and review all procurement card activity from contracted bank for fiscal reporting and review.
- Communicate with procurement card holders about missing transactions, documentation, and approvals.
- Review, modify, and submit all state generated procurement card transactions and documents to maintain accurate records and meet monthly deadlines.
- Generate payment vouchers in the KSFB accounting system for transactions.
- Perform primary functions related to establishing, maintaining, and terminating Capital Projects in the state accounting system.
- Train on all other responsibilities in the Accounts Payable department to facilitate workflow as needed.
- Adheres to and exemplifies Venue Values and service expectations.
- Maintains professional and approachable demeanor and addresses inquiries and concerns graciously and with a sense of urgency.
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### Direct Reports:

- No Positions directly report to position

**Physical Requirements and working conditions.**

(must be able to execute with/without reasonable accommodation):

- Often remains stationary within a workstation, operating a computer and a multi-line phone
- Consistently communicates and interacts in-person and via voice call, video call, text, and email
- Regularly operates office devices including calculators, telephones, copy/fax machines and printers
- Consistently functions effectively in moderate pressure environment, according to a stringent schedule
- Office and event facility settings with moderate noise levels
- Usual work hours are weekdays, but some evenings, late nights, early mornings, weekends, and holidays may be required; occasionally works more than 40hpw
- Exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes, and crowds.

**Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):**

Preferred or necessary based on position requirements and business necessity.

An equivalent combination of education and experience may be substituted.

- Associate's degree in accounting, business, finance, or related field
- 2 Years experience in accounting, cash management, auditing, or business-related field
- Must be eligible to work in the United States

**Desired Knowledge, Skills and Abilities:**

Preferred candidates will possess the following

Knowledge of:

- Accounting principles and current financial legislation.
- Computer skills with knowledge of bookkeeping software.
- Knowledge of productivity tools, including Microsoft Office Suite.
- Reconciling accounts and invoices.

Skilled at:

- Exceptional time management, communication and problem-solving skills.
- Proficiency with 10-key typing and data entry
- Strong written and verbal communication skills
- Excellent attention to detail and accuracy in entering financial data

Ability to:

- Strong math and research skills
- Ability to work collaboratively in a team setting
- Can work independently and without supervision when required
- Proficiency with 10-key typing and data entry
- Bilingual skills a plus

**To Apply:**

Complete an application at [kyvenues.com/apply](https://kyvenues.com/apply) and attach a letter of interest, résumé and professional references.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.

