

POSITION POSTING

ACCOUNTING SPECIALIST

The Accounting Specialist performs technical accounting and financial support functions to ensure the accurate processing, reconciliation, and maintenance of financial records. This position is responsible for procurement card administration, account reconciliations, payment processing, financial reporting support, and maintaining compliance with agency policies and state requirements. The Accounting Technician works closely with internal and external stakeholders to support the efficient operation of Kentucky Venues' accounting and financial processes.

Job Type: Full-time 37.5 hours per week

Salary: \$43,000.00 annually ~ Commensurate with experience

Work Location: Kentucky Exposition Center

ESSENTIAL FUNCTIONS

These statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required, other duties may be assigned.

- Process and reconcile Imprest Cash, escrow, and other assigned accounts to ensure accuracy, proper documentation, and compliance with established accounting procedures.
- Prepare and process payment vouchers, reimbursement requests, and other financial transactions through the Commonwealth's financial management systems.
- Administer procurement card (P-Card) transactions by reviewing activity, verifying supporting documentation, monitoring compliance, and ensuring timely submission of required records.
- Communicate with cardholders, vendors, and internal departments to obtain documentation, resolve discrepancies, and address accounting-related inquiries.
- Maintain accurate financial records, spreadsheets, and supporting documentation in accordance with agency policies, record retention requirements, and internal controls.
- Assist with the establishment, maintenance, monitoring, and closeout of capital projects within the state accounting system.
- Support month-end and year-end accounting activities, including account reconciliations, financial reporting, 1099 reporting, and audit preparation.
- Review financial data and transactions for accuracy and compliance, identifying and resolving errors or discrepancies as needed.
- Provide backup support for Accounts Payable and other accounting functions to ensure continuity of operations and timely completion of departmental responsibilities
- This role does not hold direct supervisory authority.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement required to perform essential functions of the position. Must be able to perform duties with or without reasonable accommodation.

- Office and event facility settings with moderate to high noise levels.
 - Will have to traverse facility space, including stairs, ramps, escalators/elevators and heavily occupied spaces
 - Usual work hours are weekdays, but during months of in-house events, work hours may include evenings, late nights, early mornings, weekends and holidays; working more than standard hours depending on business needs.
 - Exposure to varied climates and elements including livestock, hay, dirt/dust, and exhaust fumes, moving vehicles, mechanical equipment and cleaning chemicals
 - Must be able to perform duties with or without reasonable accommodation.
-

EDUCATION LEVEL, EXPERIENCE AND ABILITIES REQUIRED

Preferred or necessary skills, abilities or knowledge based on position requirements and business necessity. An equivalent combination of education and experience may be substituted.

- Associate degree in Accounting, Business Administration, Finance, or related field preferred.
- Two (2) years of experience in accounting, bookkeeping, accounts payable, accounts receivable, financial administration, or a related field
- Must submit to a standard criminal background check prior to employment.
- Must be able to submit documentation showing eligibility for employment within the United States.

POSTING CLOSES: JULY 13, 2026

APPLY TODAY!

Kentucky Venues employees are encouraged to apply.

Apply by scanning QR code or online at:

<https://kyvenues.com/apply-online>



Kentucky Venues is an equal opportunity employer.
