



# Non-Merit Job Vacancy Announcement

## AUDIT SUPPORT

<b>Pay Grade:</b>		<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	Minimum: \$24,000 - Midpoint: \$28,800	<b>Work Schedule:</b>	Monday Through Friday
<b>FLSA Designation:</b>	Non-Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Kentucky Workers' Compensation Funding Commission  
**Work Address:** 42 Mill Creek Park  
Frankfort, KY  
**Work County:** Franklin

### AGENCY COMMENTS:

Position is Ungraded, Non - Merit

### DESCRIPTION OF JOB DUTIES:

This position performs daily routine administrative support duties. Creates, maintains and monitors an audit file storage program. Compiles audits for issuance to companies being audited. Prepares and maintains audit collection documents and reports. Advises audit management of audit collection matters. Perform other duties as assigned.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Bachelor's degree in accounting, finance or related business field.

#### **EXPERIENCE:**

Experience working with Microsoft Word, Excel and databases. Strong communication skills with the ability to write and present material clearly. Please provide examples. Must have valid driver's license. Extensive travel required.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

None

### ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of

Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 8/30/2016 )**

[Posted on:                   ]

Please send resume via e-mail to: Renee.Haddix@ky.gov .

Or:

Audit Support

KWCFC

PO Box 1128

42 Mill Creek Park

Frankfort, KY 40602-1128

**Contact Name:** Renee Haddix

**Contact Method:** 502-782-1720 or  
Renee.Haddix@ky.gov

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