

**KENTUCKY HIGHER EDUCATION STUDENT LOAN CORPORATION
JOB DESCRIPTION**

The position is located in Frankfort, Ky

SUMMARY

Prepare KHEAA biennial budget and assist as needed in developing annual KHEAA/KHESLC operating budget. Provide financial analysis and monitor budget to actual results. Monitor agency budget for compliance and perform other duties as assigned.

JOB DUTIES

- Prepare biennial budget for KHEAA.
- Assist as needed in developing annual KHEAA/KHESLC operating budget.
- Prepare capital plan for KHEAA and for KHESLC.
- Address questions and information requests from GOPM and LRC while keeping Executive Office informed.
- Submit allotments and applicable revisions and appropriation increases/decreases.
- Manage draw down processes related to federal grant programs.
- Monitor KHEAA appropriations, allotments, and expenditures for budgetary compliance.
- Provide information regarding state fiscal policy and impact on KHEAA/KHESLC.
- Provides analysis of budget to actual financial data.
- Compiles or assists with the preparation of financial forecasting data.
- Provides analysis and assistance to independent and government auditors as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Accounting or Finance
- At least 5 years accounting or financial analysis experience.
- Experience with the state government budget process, state allotment process, Enhanced Management Administrative Reporting System (eMARS), and/or Kentucky Budgeting System (KBUD) is a plus.
- Proficient in the use of Microsoft Word and Excel.
- Excellent organizational, analytical and problem solving skills.
- Ability to work independently and demonstrate a high level of initiative.