

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

OCTOBER 1, 2026

FISCAL SUPERVISORS [code:FISSUPs]

Join Our Mission: Make a Real Difference

Be a driving force in public health! Join NKY Health and contribute to our mission to improve the quality of life in the region. We are dedicated to preventing disease, promoting wellness, and protecting against health threats by inspiring collaboration, igniting partnerships, and improving outcomes.

The Administration division is currently seeking two Fiscal Supervisors to manage and oversee the health department's fiscal matters and lead a team of accounting professionals. One will focus on Accounts Receivable, General Ledger Reporting, Budgeting, and Grants Management. The other will focus on Accounts Payable, Purchasing, Payroll, Employee Travel, Receipts, and Inventory Management. Each will back up the other.

The Impact of These Roles

With an eye for Continuous Quality Improvement (CQI) and working under minimal supervision, the Fiscal Supervisors supervise, oversee, and perform fiscal functions of the Health Department and serve as the backup to the Fiscal Manager to support the infrastructure for providing public health services enabling a safe and healthy community.

We are looking for YOU!

Some Quick Facts About the Jobs

<u>Status:</u>	Full-Time (40 hours/wk), non-exempt (hourly) merit system positions
<u>Classification:</u>	Fiscal Supervisor
<u>Band:</u>	11
<u>Starting Pay Rate:</u>	\$38.63/Hour to \$47.41/Hour
<u>Reports To:</u>	Fiscal Manager
<u>Initial Location:</u>	District Office (currently in Florence Government Center)
<u>Usual Schedule:</u>	Monday through Friday, 8:00 a.m. to 5:00 p.m,

What You Will Do

Essential functions of the job include, but are not limited to:

1. **Supervises and executes fiscal functions:** Supervises the assigned daily business and financial operations for the Health Department and executes fiscal functions including but not limited to: [1: accounts receivable, general ledger reporting, budgeting, and grants management] or [2: accounts payable, purchasing, payroll, employee travel, receipts, and inventory management.]
2. **Implements and manages systems:** Operates accounting/financial systems in collaboration with people across the organization who use and/or are impacted by these systems.
3. **Maintains and applies subject matter expertise:** Evaluates the effectiveness of controls and procedures. Identifies opportunities for process improvements, then recommends and implements changes to enhance accuracy and efficiency. Ensures continuity of services.

4. **Produces Detailed Reports and Documentation:** Prepares fiscal reports for various entities as required. Prepares, analyzes, reconciles, and distributes routine and ad-hoc financial reports, statements, and information pertaining to business and accounting functions.
5. **Audits and maintains data and records:** Responds to internal/external audit requests and assists the Fiscal Manager with third-party audits. Performs supervisory and analytical reviews for compliance and accuracy, and maintains files according to retention schedules.
6. **Supervises Staff:** Hires, trains, mentors, supervises, and evaluates staff. Adjusts workload to ensure timely and accurate completion of all activities while maintaining work/life balance.
7. **Provides cross-functional backup:** Supports fiscal management activities. Backs up staff fiscal functions and activities for the other fiscal supervisor.
8. **Performs other duties:** Assists supervisor as directed. Responds to public health emergencies. Completes other special projects. Completes training and administrative tasks as assigned.

What Qualifications You Need

Minimum Qualifications (these are required):

Pre-Hire Education: One of the following:

- Bachelor's degree in Accounting, Business Administration, or closely related field from an accredited university plus 2 years of full-time responsible experience in the field of accounting or operations, 1 year in a supervisory capacity preferred.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Knowledge of:

- Standard business protocols and general and governmental accounting/fiscal management standards and trends.
- Laws, regulations, best practices, and health department policies, procedures, technology, and equipment pertaining to assigned duties.

Skills and Abilities to:

Work with supervisor to:

- Anticipate departmental workload cycles and resource requirements to ensure adequate staffing and timely completion of accounting/fiscal functions.
- Proactively identify and mitigate fiscal risks and/or complex accounting discrepancies to ensure regulatory compliance and audit readiness.
- Analyze, interpret, and record financial reports and transactions.
- Draw sound conclusions.
- Supervise, mentor, and motivate staff.
- Delegate work activities.
- Maximize and appropriately use resources.
- Provide excellent customer service.
- Perform with a high degree of accuracy and attention to detail.
- Understand and follow written and oral instruction.
- Perform in an organized and efficient manner.
- Accurately convey information in a culturally competent manner to instruct, persuade, or otherwise influence behaviors and attitudes.
- Maintain professional working relationships.
- Prioritize, plan, and organize work activities.
- Maintain an appropriate level of confidentiality.
- Translate work processes and/or regulations into clear, actionable, and verifiable steps.

- Maintain accurate documentation.
- Contribute to a culture of quality.

Additional Requirements: Reliable transportation for travel to meet job needs

What Qualifications Are a Plus

Preferred Training and Experience:

In addition to the required qualifications, any or all of the following are a plus but are not required:

- Master's degree in Accounting, Business Administration, or closely related field from an accredited university.
- Prior non-profit experience.
- Prior public health experience.

How and When to Apply

We prefer that you apply for **these** positions by **October 8, 2026** but we'll accept your application as long as the position is posted on Indeed or our website.

Please use ONLY one of the following methods to submit your application:

- Through Indeed (www.indeed.com)
- Through NKY Health's website (<https://nkyhealth.org/careers/>)
- By clicking [here](#) if viewing this as an electronic posting

Important Note: We are unable to consider paper, faxed, or emailed applications. To be considered, please use one of the approved online methods above.

- Please reference code FISSUP on any attachments or correspondence.
- No phone calls please.
- Selection will be made by interview(s) and/or review of submitted documentation.
- Submitted documentation must indicate that you meet the minimum qualifications.
- A criminal background check will be required.

Another Important Note: We invite you to visit our website at www.nkyhealth.org to view other opportunities to join our team. Each position needs a separate application.

EEO/M/F/Vets/Disabled/LGBTQ+