

**Employment Opportunity with the State of Kansas**

**Job Title:** Accountant IV (classified civil service position)

**Job Requisition No.** 163726

**Location:** Topeka, KS

**Agency Name:** Pooled Money Investment Board

**Application Deadline:** June 26, 2009

**Job Summary:**

The Accountant IV is part of a six person team at the Pooled Money Investment Board (PMIB). This position is responsible for producing monthly and annual financial accounting reports for the PMIB Board members, Legislature, statewide audits, performance audits, and state agencies. Duties also include compiling investment summaries and performance reports for all PMIB investments; producing monthly investment management reports; and preparing the daily trading blotter which recaps all purchases, maturities, and sales in all portfolios under management. The Accountant IV also performs a variety of other investment accounting functions for the agency, and works closely with other staff in a backup capacity.

**Minimum Qualifications Required:**

- Four years of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency.

**Preferred Minimum Qualifications and Competencies:**

- Undergraduate degree in accounting, business or finance
- At least two years of experience in accounting for investments and securities
- Extensive knowledge of public sector accounting and accounting for fixed income investments
- Detail-oriented accountant who exhibits sound and accurate judgment with excellent written and verbal communication skills

**HOW TO APPLY:**

- Visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and (1) Register your personal data, (2) Complete the State of Kansas application form for **job requisition #163726**, and (3) Mail, Fax, or email all required documents to:
  - Vicki Harding, Recruitment Manager  
Division of Personnel Services  
900 SW Jackson St., Room 252  
Topeka, Kansas 66612
  - Fax: (785) 296-0756
  - Or Email: [Vicki.Harding@da.ks.gov](mailto:Vicki.Harding@da.ks.gov)
  - Office Phone: (785) 296-4278

**You must submit the following required documents to be considered for the position:**

- State of Kansas Employment Application
- Resume
- Cover Letter
- College transcripts and complete lists of references will be required at the time of interview.

This agency does not accept on-line applications.