



Job Postings

Charitable Gaming Fiscal Assistant – The Charitable Gaming Fiscal Assistant supports the Charitable Gaming office by managing the financial reports submitted from charitable gaming licensees and oversees the administrative functions for charitable gaming accounting operations. The full job description is available on the following pages. Interested candidates should send a resume and cover letter to Cheri Donovan at cheri.donovan@ky.gov.

KENTUCKY HORSE RACING AND GAMING CORPORATION
JOB DESCRIPTION

JOB TITLE: Charitable Gaming Fiscal Assistant
DEPARTMENT: Charitable Gaming
REPORTS TO: Fiscal Manager of Charitable Gaming
LOCATION: Lexington, KY

JOB SUMMARY:

The Charitable Gaming Fiscal Assistant supports the Charitable Gaming office by managing the financial reports submitted from charitable gaming licensees and oversees the administrative functions for charitable gaming accounting operations.

The Charitable Gaming Fiscal Assistant must be detail-oriented, highly organized, and capable of managing multiple priorities in a fast-paced regulatory environment. This position is instrumental in facilitating accounting procedures and supporting the overall efficiency of KHRGC's charitable gaming operations.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Administer and oversee the accounting process for individuals and entities involved in charitable gaming activities.
- Ensure compliance with all relevant laws, regulations and policies regarding charitable gaming licensure.
- Review financial reports on a quarterly and annual basis from organizations, facilities and distributors for accuracy and completeness in a timely manner. Enters financial data in a database.
- Independently provide written correspondence of any reporting errors or violations to licensees explaining relevant provisions of KRS Chapter 238, 820 KAR, and other policies and procedures.
- Serve as a point of contact for licensees responding to inquiries and providing guidance on accounting requirements.
- Review responses from licensees to ensure corrections have been resolved and submitted within 30 calendar days.
- Recommend and submit violations to Fiscal Manager for additional review.
- Recommend policy and procedural changes as necessary to improve accounting processes.
- Maintain accurate and up-to-date accounting records, databases and documentation.
- Provide support to internal and external stakeholders.
- Assist in training of employees and licensees.
- Provide administrative support to the Office of Charitable Gaming as requested.
- Requires sitting at a computer for long periods.
- May require periodic travel, with occasional overtime and/or alternate schedules as needed.
- Other duties and tasks as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE:

- Bachelor's degree required.
- Three years of professional, administrative, business, accounting or finance experience.
- Exceptional organizational skills and attention to detail.
- Strong interpersonal and communication skills, both written and verbal, with the ability to provide effective customer service to internal teams and external stakeholders.
- Demonstrated ability to convey information clearly and professionally.
- Ability to work both independently and collaboratively, demonstrating teamwork, adaptability, confidentiality, and initiative.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Proficiency in recordkeeping, database management, and office administration.

COMPENSATION:

Annual compensation range \$50,000 - \$60,000 based on experience. Position is a 40-hour work week. A telework schedule up to 2 days per week may be available after transitioning into the role and with supervisor approval. Working from the office is encouraged for tasks that require a high degree of collaboration. KHRGC employees participate in the Kentucky Employees Retirement System, and are eligible to participate in the Kentucky health, life, and deferred compensation programs.