The Kentucky Registry of Election Finance is an independent agency of state government, established by the Legislature to ensure fair elections by way of oversight of campaign finances. The Registry has jurisdiction over campaign finance laws for all candidates and political committees and is responsible for providing daily guidance to those individuals and entities. The agency also provides training seminars concerning campaign finance, receives copies of filing papers from County Clerks and the Secretary of State, serves as the repository for all required reports, and verifies that all receipts and expenditures comply with campaign finance statutes.

The Executive Staff Advisor is a newly established position. This employee will be a highly skilled member of the Registry’s staff who provides administrative support services to the executive director and provides technical management assistance to all organizational units within the agency; and performs other duties as required.

Duties and Responsibilities for the Executive Staff Advisor:

* Manages the coordination, development, implementation, and administration of the agency biennial budget. Prepares budget summaries, projections, and advises the Executive Director on specific budgetary issues and analysis of expenditures for compliance with budget restrictions within the agency.
* Drafts or prepares correspondence, memoranda, and press releases; prepares budget and programmatic reports and other materials required of and maintained by Executive Director. Evaluates routine, special, and technical reports from administrators, auditors, and information technology branch. Serves as agency's Records Officer.
* Processes accounts payables and the end of fiscal year financial reporting. Acts as liaison between Executive Director and the Office of State Budget Director and the Finance and Administration Cabinet.
* Handles phone, email and visitor inquiries; schedules appointments; manages daily/monthly office calendars; forwards/reviews email; handles routine daily filing; prepares travel requests and travel vouchers for Executive Director and staff; and provides technical assistance to the Audit Branch and the Filing Standards and Review Branch.
* Designs forms, surveys and documents unique to agency's mission; coordinates all printing requests for agency; maintains and updates Registry staff and Registry Member orientation materials; maintains and updates office contact information. Responsible for maintaining and ordering supplies. Attends professional meetings and trainings and keeps staff updated.
* Labels, monitors and maintains KREF fixed assets inventory and updates list on EMARS. Prepares and transmits yearly reports. Handles all surplus pick-up and related organization and paperwork.
* Performs other duties as assigned.

Preferred Knowledge/Skills/Abilities:

* KBUD (Kentucky Budgeting System)
* eMARS
* KHRIS (Kentucky Human Resource Information System)
* Microsoft Office
* Sharepoint
* Good problem solving, technical and analytical abilities
* Strong organizational skills and attention to detail
* Willingness to learn new skills