
Kansas Board of Accountancy Executive Director Position:

The Kansas Board of Accountancy is looking for a new Executive Director to begin employment by April 1, 2024, who will be trained and work alongside the current Executive Director until her retirement, July 31, 2024. This is a full-time position, 100% in office, benefits eligible. Salary range is \$65,000-\$80,000 depending upon education, experience, or qualifications.

Position Summary:

The Board of Accountancy was established in 1915 and regulates the accounting practice of certified public accountants (CPAs) and CPA firms and sets the requirements to sit for the CPA exam. The agency is staffed by a small team, and governed by a 7-member board, appointed by the Governor of Kansas.

Duties and Responsibilities:

- Serves as the official Board Secretary and Administrative Officer.
- Represents the Board with interpretations of the accountancy laws and board regulations to registrants, public and other state agencies.
- Prepares annual agency budget and develops supporting data.
- Appears before, and provides information to, the Legislature regarding the agency's budget and any statutory/regulation issues affecting the agency or the accounting profession.
- Schedules Board meetings, prepares agendas and board packets, takes official minutes of the meetings, handles all board directives resulting from actions taken at meetings.
- Initiates and assists in disciplinary procedures from the initial complaint to the hearing process in conjunction with the Board's disciplinary and general counsel.
- Monitors and maintains Peer Review information and documents for registered firms. Imposes disciplinary action for firms that fail to comply with Peer Review.
- Conduct annual continuing education audits for license renewals.
- Verifies and approves all applications for certificates, permits, and firm registrations.
- Assists in preparation of legislative changes to accountancy laws and regulations.
- Pre-evaluates college transcripts for CPA exam candidates to determine eligibility to sit for the exam.
- Develops all forms and applications used by the Board.
- Implements and maintains online renewal applications.
- Maintains official library containing materials adopted by reference in the accountancy laws and regulations.

- Serves as official custodian of all CPA files, Board minutes and records.
- Attends legislative, budget, National association meetings/hearings on Board's behalf.
- Serves as liaison between exam candidates and the National Association of State Boards of Accountancy (NASBA).
- Serves as agency personnel officer of two clerical staff positions.
- Approves all agency expenditures and receipts.
- Designs and maintains agency database.
- Designs and maintains agency webpage.
- Editor of Agency Newsletter.
- Regularly provides feedback to Board members concerning the daily operations of the agency.
- Performs such other tasks as may be assigned by the Board.

This position works 100% in the office. Does not work remote.

Minimum Qualifications:

Minimum of 5 years of professional work experience; knowledge of the accounting profession; bachelor's degree required (business or accounting preferred); experience with regulatory board, preferred.

Ability to travel; ability to adapt to any given situation; strong written and oral communication skills; presentations to college students, legislative committees; strong management skills; must be able to provide timely customer service; show respect for the accounting profession and the professionals within; know when to ask for help, advice, and support.

Required documents for this application:

- *Curriculum Vitae*
- *Official copies of college transcripts*
- *Transmittal Letter outlining how the applicant believes they can meet and fulfill the requirements for this position.*
- *Provide at least 3 work-related references (current and past)*

To apply for this position, please click on the link below and follow the instructions. Search by these terms: "Executive Director", "Shawnee County" or "Board of Accountancy".

https://jobs.sok.ks.gov/psc/sokhrprdcg/APPLICANT/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Applicant