Program Coordinator (Non-Merit)
The Kentucky Board of Nursing, Administrative Services Section in Louisville (Jefferson County) has an opening for a non-merit Program Coordinator.

DUTIES AND RESPONSIBILITIES:
This position coordinates the activities of the statewide Nursing Incentive Scholarship default recovery program, completes cash receipt and banking responsibilities and prepares and submits budgetary reports on behalf of the agency.

Responsibilities may include, but are not limited to:
• Interprets laws, regulations, policies and procedures related to specialized programs and recovery efforts for the public and other stakeholders, and for processing all insufficient fund transactions for the agency.
• Processes all specialized fund payments to participants statewide. Prints and disseminates identified end-of-year tax statements to participants.
• Collects program data; edits and analyzes data and drafts reports for the Board and for the agency's executive and management staff.
• Completes Total Payment Engine (TPE), eMARS and other financial transactions.

PREFERRED SKILLS:
Accounting experience, eMARS experience or experience in default recovery and/or cash receipts is strongly preferred. Dependability, integrity, positivity and attention to detail are required.

MINIMUM REQUIREMENTS:
EDUCATION:
Graduate of a college or university with a bachelor’s degree.

EXPERIENCE, TRAINING, OR SKILLS:
Three years of professional experience in management or administration.

Substitute EDUCATION for EXPERIENCE:
A master’s degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:
Administrative or business experience will substitute for the required education on a year-for-year basis.

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Pay Grade: 13
Gross Monthly Salary Range: $2,670.20- $3,320.50
Position #: 31108465
Employment Type: EXECUTIVE BRANCH | FULL-TIME | FLSA NON-EXEMPT | 37.5 HR/WK
Location: 312 Whittington Parkway, Suite 30, Louisville, KY 40222

Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: Jennifer.Hart@ky.gov

This position will remain open until filled.