



Mo-Kan Regional Council
224 N 7th Street
St. Joseph, Mo 64501

Position Title: Fiscal Officer
Reports To: Executive Director

Salary and Benefits

Salary range: \$27.05 – \$33.06 per hour
Benefits: Health insurance, dental, vision, retirement plan, PTO, HAS

Work Schedule

Monday through Thursday, 8:00 a.m. to 5:00 p.m.
Occasional evening meetings, Friday work hours, and travel may be required.
Flexibility in schedule may be necessary to accommodate funding agency requirements, community events or special projects.

Position Summary

The Fiscal Officer is responsible for managing the financial operations of a regional planning commission, including budgeting, accounting, grant administration, payroll, financial reporting, and compliance with federal, state, and local regulations. This position ensures the organization maintains accurate financial records, supports strategic planning efforts, and safeguards public funds.

This position also supports the administration of revolving loan funds and economic development loan programs by coordinating loan documentation, processing applications, maintaining borrower records, and ensuring compliance with funding requirements.



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www.mo-kan.org



816-233-3144



Essential Duties and Responsibilities

- Prepare and manage the commission’s annual operating budget and grant budgets.
- Monitor revenues and expenditures to ensure fiscal stability and compliance with approved budgets.
- Maintain accounting records, general ledger entries, and financial statements in accordance with governmental accounting standards.
- Process accounts payable, accounts receivable, payroll, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial reports for the commission board, executive director, and funding agencies.
- Administer federal, state, and local grants, including reimbursement requests and compliance documentation.
- Coordinate annual audits and assist auditors with required financial documentation.
- Ensure compliance with applicable laws, regulations, and grant requirements, including procurement and reporting standards.
- Maintain internal financial controls and recommend improvements to fiscal policies and procedures.
- Prepare and file required tax documents, retirement reports, and other governmental filings.
- Present financial updates when required.
- Perform related duties as assigned.

Loan Processor

- Receiving and reviewing loan applications for completeness and accuracy.
- Collecting financial statements, tax returns, collateral documentation, and supporting materials.
- Communicating with applicants, banks, attorneys, and partner agencies throughout the loan process.
- Preparing loan files, summaries, and documentation for loan committee or board review.
- Tracking loan payments, balances, delinquencies, and reporting requirements.
- Maintaining confidential borrower records and loan databases.
- Assisting with loan closings and post-closing compliance documentation.





Grant Administration

- Prepares, reviews, and submits grant applications, agreements, budgets and supporting documents
- Coordinates with staff, contractors, partner agencies, and funding organizations regarding grant activities and deadlines.
- Assists with project planning, budget development, and implementation of grant-funded programs and projects.
- Tracks grant performance measures, outcomes, and deliverables to support program evaluation and reporting.
- Assists in developing policies, procedures, and internal controls related to grant administration and compliance.
- Participates in strategic planning efforts to identify future funding opportunities and program sustainability initiatives.

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a related field.
- Experience with grant management and governmental accounting strongly preferred.
- Proficiency in accounting software (QuickBooks) and Microsoft Excel.
- Strong analytical, organizational, and communication skills.
- Ability to maintain confidentiality and work independently.

Physical Requirements

- Primarily sedentary office work.
- Occasional lifting of files or office materials up to 25 pounds.
- Ability to attend evening meetings or regional travel as needed.

Equal Opportunity Statement

Mo-Kan Regional Council is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status under federal or Missouri law.

How to apply

Submit application materials (resume, cover letter, and three references) to:

Executive Director Kathy Hahn: kathy@mo-kan.org



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