



## VACANCY ANNOUNCEMENT

### KHS Director of Finance & Support Services

An outstanding opportunity awaits at the Kentucky Historical Society (KHS) for a finance executive with operational experience and a proven track record of creative problem-solving and change management.

The Director of Finance & Support Services will lead the effective and efficient financial and operational functions of KHS and contributes to the development of the organization's strategic goals. This position oversees the stewardship of the KHS's financial and support assets and ensures a safe and secure experience for both guests and staff. They also serve as the agency contact with Tourism, Arts and Heritage Cabinet CFO and interact with the KHS Governing Board.

The Director of Finance & Support Services works with the KHS Leadership team to ensure the smooth operations of a complex historical organization with approximately 50 employees, an annual budget of \$8.2 million, and hosts over 48,000 guests annually. They will be a thought leader about organizational matters, overseeing and directing policies and procedures related to operations, and leading efforts for process improvements and performance enhancement throughout the organization. They support the Executive Director in efforts to ensure long-term financial stability, expand capacity, and enhance the overall reputation of KHS and Kentucky history.

The Director of Finance & Support Services oversees a support staff at the museum, including accounting and finance, security, information technology systems, legal matters, and facilities operation and maintenance for a 167,000-square-foot, state-of-the-art museum, research library, and offices in downtown Frankfort, KY, as well as the Old State Capitol and Kentucky Military History Museum.

#### **The Kentucky Historical Society:**

The Kentucky Historical Society (KHS), formed in 1836, is an agency in Kentucky's Tourism, Arts, and Heritage Cabinet. The KHS campus has three sites in historic downtown Frankfort: The Old State Capitol; the Kentucky Military History Museum; and the Thomas D. Clark Center for Kentucky History serving as KHS headquarters with a signature museum, exhibits, library, research facilities, object and archival collections, museum store, and more. KHS is a Smithsonian Affiliate and has American Alliance of Museums accreditation. To learn more about the Kentucky Historical Society, please visit <https://history.ky.gov>.

#### **Responsibilities**

- Oversee, direct, and organize the work of the finance and support services teams.
- Direct overall financial management for the agency, working collaboratively with the KHS Foundation, and always working toward achieving long-term sustainability.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new initiatives.

[history.ky.gov](https://history.ky.gov)

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- Direct and supervise the operational and support functions of KHS including finance, technology, property/facility management, the safety of the work environment, and provision of furnishings and equipment necessary for effective operations.
- Direct the administration and coordination of facility and security services across the KHS campus.

**Qualifications:**

Education – Bachelor’s degree in Business, Accounting or related field required, a master’s in business administration or related field is preferred.

Experience – Minimum of five (5) years of experience in finance or accounting with progressively responsible administration required for areas of responsibility in financial management, facilities operations, and/or technology. At least three (3) years must include supervision and implementing major projects. Must be familiar with nonprofit finance and accounting regulations.

Communication - Ability to write and communicate effectively with staff, volunteers, and outside vendors.

Computer Skills – Advanced skill with database management, spreadsheets, and financial management software, along with basic word processing, internet, and email skills.

Work Environment - Ability to organize files and projects and complete them in a timely manner. Must be able to manage multiple projects from concept to completion. Must be willing to work some evenings, weekends, and occasionally travel.

Physical Demands – Must be able to sit or stand for long periods.

Preferable Experience and Expertise - Knowledge of point of sales systems, ticketing systems, inventory systems, electronic constituency management systems, or organizational dashboards are useful. Knowledge and familiarity of the Commonwealth’s eMARS (accounting system) is a plus. Previous experience in payroll and fiscal operations, both budgeting and procurement, within state government is preferred. Experience in a history organization, museum, or other cultural institution is beneficial. Background in facility management is helpful.

Benefits include paid health and life insurance, vacation and sick leave, holiday pay, state retirement, and optional deferred compensation plan. This is a full-time position located in Frankfort, KY. This position is an unclassified (non-merit) position in state government pursuant to KRS 18A.115(1)(u). The annual salary for this position is \$80,372.62 with a 5% increase following the successful completion of a probationary period. This position has a regular work schedule of Monday through Friday with a 37.5 hour work week. A full position description can be found at <https://history.ky.gov/about-the-kentucky-historical-society/careers/>

To apply, e-mail cover letter and resume to [khshr@ky.gov](mailto:khshr@ky.gov). This position is open until filled. Candidate screening will begin on **July 13, 2026** and continue until filled. No phone calls, please.

KHS is an agency of the Tourism, Arts, and Heritage Cabinet of the Commonwealth of Kentucky. KHS is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national



origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal law.

