

Division of Financial Services
Unclassified Professional Position
Application Deadline: October 8, 2014

Position/Business Title: Business Financial Specialist
Conditions of Appointment: Full-time, Regular, 12-month position
Annual Salary Range: \$50,000 to \$56,000

Requisition No. 5108

Overview of the Position: This position exists to complete diversified work on complex activities. Work is only occasionally reviewed so independent judgment and analytical thought are requirements to keeping the Division of Financial Services (DFS) purpose of providing fiscal services to the campus, interfacing with external agencies on all fiscal matters, and ensuring funds are properly used. This position is responsible for overseeing all financial matters of DFS and is additionally responsible for gathering data and producing financial reports on a variety of campus-wide activities for review and use by the Assistant VP for Financial Services, Budget Office & VP for Administration & Finance. This position manages and leads special projects while serving as the DFS liaison for questions, ideas, or concerns from departmental personnel, providing campus-wide training for DFS processes, and ensures internal DFS electronic operational manuals are created and revised accordingly. This position serves as PCI DSS Compliance Officer for campus-wide business processes, acting as campus point of contact while communicating sensitive information regarding audit vulnerabilities and solutions.

Description of the Job Responsibilities:

30% -Manage & lead multiple, diverse, special projects. Independent judgment and careful interpretation and planning are required. The progress of these projects is periodically reported to the Vice President for Financial Services.

40% -Oversee all financial transactions of the DFS, prepare high level managerial reports, and ensure compliance with PPM chapters 6000 - 6500.

- Oversee reconciliation of DFS Financial Information System (FIS) accounts to internal QuickBooks accounting records. Coordinate the year-end closing process for DFS. Manage new DFS construction/renovation projects. Submit DFS reports to the Assistant VP for Financial Services, such as: monthly DFS account balances, monthly travel summary, monthly revenue and expense summary and the fiscal year end account balance summary. Provide other financial reports as needed for special projects assigned by the Assistant VP for Financial Services. Occasionally prepares miscellaneous deposits for the Budget Office.
- Supervise student position number W0000940 in the preparation of Agency Payment Vouchers, Interfunds, and other payment documents, reviewing all their work. Oversee the inventory, stocking, and ordering of all DFS's office and data processing supplies.
- Administer the university agricultural permanent fund revenue received from royalties for oil or gas produced on General Land Grant Land in compliance with state statutes 76-410a & 76-718a. Manage Pooled Money Investments Board (PMIB) accounts for Kansas State University. Manage the monthly campus-wide College Work Study Program (CWSP) administrative expense process and answer questions on CWSP payroll charges.
- Provide accurate information to the Budget Office for use in preparing the KSU Annual Budget Report. Identify and resolve issues to ensure sufficient general and restricted use funds (OOE, general fees, SRO, institutional support & restricted fees) are allocated for salaries, group health insurance, longevity bonuses and operating expenses. This duty is performed independently with a final review by the Assistant VP for Financial Services. Review bi-weekly salary expenditures for errors and record data on the DFS monthly salary projections report. Compare bi-weekly expenditures to their original budgets and make corrections when necessary to avoid deficit balances.

15% -Serve as PCI DSS Compliance Officer for Kansas State University. This position is the point of contact for campus departments on proper procedures and equipment to use for processing credit card transactions. This position is responsible for keeping informed of changes to the PCI DSS industry standards by attending annual conferences, updating PPM Chapter 6115 as necessary and disseminating updated information to campus departments. This position will coordinate the PCI DSS training and background check procedures for all university personnel handling credit card payments, work with the Information Security Compliance Security Assessor/Compliance Officer to address PCI DSS technology issues on campus, help manage the annual PCI DSS self-assessment questionnaire (SAQ) review process and communicate sensitive information to appropriate areas about potential vulnerabilities and solutions. Failure of K-State not meeting PCI DSS compliance standards could cause significant fines from our merchant bank and negative media attention for K-State.

10% -Responsible for campus-wide report development.

- Prepare the state fund balance report for the Assistant VP for Financial Services, Budget Director and VP for Administration and Finance to be used in monthly meetings with the Kansas Board of Regents (KBOR). Errors on this report could cause misrepresentation on the financial status of K-State's funding status.

Qualifications:

Education: Bachelor's Degree

Experience: Five years of experience in financial management

Demonstrated knowledge of computer software and fund accounting theory

Other: Experience in professional accounting/auditing work

Preferred: Knowledge of financial computer software logic and fund accounting theory applicable to higher education

Highly Effective verbal and written communication skills and attention to detail

To Apply: Submit Cover Letter, Resume, and Three Professional References to: Kansas State University
DFS Business Financial Specialist Committee
102 Anderson Hall
Manhattan, Kansas 66506

For Questions contact Fran Willbrant, fmw@ksu.edu, (785) 532- 6210.

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~Background Check Required~