

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION  
(allocated)

**PART I - Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University  
9. Position Number: W0006040  
10. Department ID: 3670005040

2. Employee Name (leave blank if position vacant): Amy Schmitz  
11. Present Class Title (if existing position): Accounting Specialist

3. Division: Vice President for Administration & Finance  
12. Proposed Class Title:

4. Section: Controller's Office

5. Unit: Student Services

6. Location (address where employee works):  
City: Manhattan County: Riley

7. Type of Appointment (Circle):  
Full Time Part Time 100%  
School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)  
FROM: 8 AM TO: 5 PM

H	13. Allocation	Accounting Specialist
U		
M	Supervisory Status:	yes <u>no</u> FLSA CODE: <u>nonexempt</u> exempt
A		
N		
R	14. Effective Date:	<del>10/19/2006</del> 1/28/08
E	15. By:	Approved: <i>AS</i>
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

**PART II - Organizational Information. To be completed by department head or supervisor of the position.**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)

This position has the responsibility of coordinating the referral of all campus delinquent accounts to collections agencies and the State of Kansas Setoff Program. This position also has the responsibility of recalling uncollected accounts from the collection agencies and summarizing these uncollectible accounts from the collection agencies and summarizing these uncollectible accounts in an annual report to the Vice President for Administration and Finance for permission to write-off the accounts.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name: Mary L. Sutton Title: Accountant III Position Number: W0006008

List other individuals who may provide input for evaluation purposes.

Name: James G. Badders Title: Assistant Director Position Number: W0041492

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Moderate amount of independent judgment is allowed in completing the tasks of this position. Work involves a variety of tasks requiring the ability to prioritize and organize the workload. Instructions are given orally and in writing.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1.) 20% E Manage the AES Payment Plan. Send letters and payment coupons to former students who owe tuition/fees for past semesters in an attempt to get payment before the account is sent to a collection agency. Students must agree to send consistent monthly payments and pay a payment plan enrollment fee. Field questions from students about payment option and if the student enrolls, post the payments into the AES Payment Plan software. If students don't respond to the letter, delete the students from the Payment Plan software so that their accounts can be referred to a collection agency. Run and analyze periodic AES Payment Plan reports to determine what steps to take on each student. Review report of students who not enrolled in the AES Payment Plan but have made promises to pay. If a student has not paid as promised, review the account to determine the next course of action (letter, billing, referral to collection agency, etc.) including consulting with the Accountant III (W0006008) or the Assistant Director (W00041492). Reconcile the AES Application Fee and AES Late Fee subcodes in BRS with those fees posted in the AES database. These tasks are accomplished by understanding the AES Payment Plan software and the ability to clearly explain both orally and in writing options and procedures to delinquent students. The Accountant III (W0006008) and the Assistant Director (W00041492) review work.

2.) 20% E Function as the primary liaison between all University departments, collections agencies, and the State of Kansas Setoff program for the collection of delinquent accounts receivable. Review delinquent account data sheets from departments for completeness and appropriateness. Input all departmental debtors and debt information to a delinquent account database and forward the delinquent account data to the collection agencies. Analyze the acknowledgment reports from the collection agencies to ensure that all of the accounts were received and recorded accurately. If any information is inaccurate, notify the agency via telephone or email. From invoices received from the collection agency, input all payments received to each borrower's account on the delinquent account database. Disburse invoices, closed accounts, reports, and checks to each campus department each month. Reconcile the collection agency unpaid balance with the balance in the delinquent account database after each payment, and communication by email or telephone with the collections agencies if discrepancies are found. Review invoices and prepare monthly vouchers for payment of collection agency commissions on all students' loan referrals (Perkins, Health Professions, and foundation Student Loans). Input payments from departments and setoff balances to borrower's account on the delinquent account database. Twice a year prepare a list of uncollected accounts that have been at the collection agencies over six months and initiate action to have the accounts returned. Notify the campus departments of the returned accounts and advise them to either include these accounts on their write-off request or to refer to a different collection agency. Prepare backup for lawsuits (itemized transaction sheets, a breakdown of the amount currently due, a signed notarized affidavit and copies of promissory notes) when litigation is requested by a collection agency on delinquent accounts. Compile data and prepare an annual report of uncollectible University accounts to be submitted to the Vice President for Administration and Finance for approval to write off. Notify each department when write-off has been approved. Continue to monitor the write-off accounts for any transactions that affect them. Independent judgment and a high degree of concentration are needed to complete these tasks. The Loan Accountant III (W0006008), and the Assistant Director of Student Services (W0041492) review the work by the results obtained.

3.) 20% E Use the accounts entered in the delinquent account database to electronically submit the accounts that meet certain criteria to the Kansas Department of Administration for possible setoff action. Submit these on a monthly basis. When notice is received that an account is matched for setoff, log into the Department of Administration setoff system to determine what debt will be paid, the source of the payment and the payment amount that will be taken. Verify that the debts type and amount are correct and take appropriate action based on established procedures. This position is the contact person for questions from the State of Kansas Setoff staff and the debtors. Analyze Interfund Voucher from the State Setoff Program for accuracy and post setoff payments to the debtor's accounts in the delinquent account database. If the debtor is at a collection agency, notify the agency by telephone or email of the setoff payment, so their balance can be adjusted. Retrieve interfunds electronically from the State Setoff program. Complete interfund vouchers to distribute setoff receipts and pay setoff collection fees from the proper departmental FIS accounts. For setoff matches on federal loans, post messages on our billing service database noting that a setoff has matched the borrower's debt and will be receiving money. Notify departments of collections and fees paid with a copy of the interfund and backup. The Loans Accountant III (W0006008), and the Assistant Director of Student Services (W0041492) reviews the work by the results obtained.

4.) 20% E Provide Perkins and Health Profession Student Loan borrowers or collection agencies with loan payoff amounts when they call. Log into our loan billing service's database to determine whether any payments have been made when a borrower or collection agency calls and if necessary, make adjustments to the payoff amount (if the collection agency has a different payoff amount than our office). Maintain knowledge of current federal, state, and university regulations and policies, and apply that knowledge when completing documents or answering questions. Analyze monthly reports from our loan billing service in order to ensure that the placements are accurate and have correct balances that match the collection agency balances. The Loan Accountant III (W0006008), and the Assistant Director of Student Services (W0041492) reviews the work by the results obtained and through reports prepared.

5.) 10% E Other duties to include, but not limited to, assisting with interviewing and counseling borrowers of federal loans, individually before graduation to explain repayment provisions, privileges, and obligations. This involves a 10 to 15 minute one-on-one counseling session with the borrowers. Federal student loan guidelines must be followed in these counseling sessions. Assist where needed during the busiest times in the office (typically the first week of each semester), including relocating temporarily if necessary. Review overall collection procedures periodically and suggest ways to improve collections. The Loan Accountant III (W0006008), and the Assistant Director of Student Services (W0041492) reviews the work at intervals for accuracy.

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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N/A

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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, ~~or serious injury or incapacitation.~~
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Misinformation to borrowers and/or collection agents, or violation of Federal regulations could cause a borrower to lose loan benefits, subject to KSU to possible legal action, and possibly contribute to the loss of Federal funding.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position has daily contact with the collections agencies and Kansas Department of Administration Setoff personnel, regarding debts. This position also has daily contact with University departments regarding their delinquent accounts. Daily contacts are made with the billing service customer representatives to ask or answer questions regarding borrower's accounts. There is also daily contact with borrowers regarding their accounts and with other Controllers' office personnel regarding vouchers, interfunds, payments, etc.

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25. a) What hazards, risks or discomforts exist on the job or in the work environment?

There is extensive use of desktop computers required. This position deals with occasional irate debtors.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

Use of an ergonomic keyboard.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Daily use of personal computer, adding machine, copier, fax machine, and telephone.

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**PART III - Education, Experience and Physical Requirements Information.**

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**27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)**

One-year experience in accounting/auditing support work. Education may be substituted for experience as determined relevant by the agency.

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**28. NECESSARY SPECIAL REQUIREMENTS**

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Minimal Physical exertion.

Work requires repetitive movements in entering and generating data by manipulating electronic data.

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**29. PREFERRED QUALIFICATIONS AND SKILLS**

a) List preferred education or experience that may be used to screen applicants.

At least three years of working with delinquent accounts receivable. At least three years of experience with personal computers.

b) List preferred special knowledge, skills and abilities.

Microsoft Access, Word, Excel, email, and data entry. Ability to understand, explain, and apply regulations and work with student debtors. Proficiency in complex mathematical calculations. Ability to communicate effectively both orally and in writing.

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**30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).