

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 W0007329	10. Department ID 3670010040																								
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Accounting Specialist																									
3. Division Agriculture	12. Proposed Class Title																									
4. Section Agronomy	<table border="1"><tr><td>H</td><td>13. Allocation</td><td>Accounting Specialist</td></tr><tr><td>U</td><td>Supervisory Status: yes/no</td><td>FLSA CODE: nonexempt/exempt</td></tr><tr><td>M</td><td>14. Effective Date:</td><td>8/12/05</td></tr><tr><td>A</td><td>15. By: <i>BB</i></td><td>Approved: <i>JH</i></td></tr><tr><td>N</td><td>16. Audit(s)</td><td>Date: By:</td></tr><tr><td>R</td><td></td><td>Date: By:</td></tr><tr><td>E</td><td>17. Position Review(s)</td><td>Date: Date:</td></tr><tr><td>S</td><td></td><td>Date: Date:</td></tr></table>		H	13. Allocation	Accounting Specialist	U	Supervisory Status: yes/no	FLSA CODE: nonexempt/exempt	M	14. Effective Date:	8/12/05	A	15. By: <i>BB</i>	Approved: <i>JH</i>	N	16. Audit(s)	Date: By:	R		Date: By:	E	17. Position Review(s)	Date: Date:	S		Date: Date:
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5. Unit																										
6. Location (address where employee works) City County Manhattan 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: 8:00 AM TO: 5:00 PM																										

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.)

Administrative support to the Agronomy business office: Reconciles and monitors accounts; pays campus vendors; pays procurement card, and vehicle expense card invoices and manages subsequent copying, sorting, distribution, and posting of payment documentation; maintains travel request records.

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	Title	Position Number
Heidi Bean	Accountant II	W0007341

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Karlene Varnadore	Business Manager	W0039464

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.

- a) Incumbent is given broad latitude to make decisions regarding the priorities of the work flow. Independent judgement is used in planning and scheduling deadlines. Incumbent is responsible for making decisions in assigning account numbers to payments.
- b) Instructions and assignments are given in general terms that require interpretation and analytical thought. Knowledge of accounting, record keeping, reporting and state/university policy and procedure is required. Complicated federal, state, and university guidelines are followed.
- c) Assignments are given in verbal or written form with detail ranging from specific to general depending on the task. Occasionally an assignment will be made both verbally and in writing with very specific details.

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.	40%	E	Manage and reconcile fertilizer and restricted fees accounts totaling in excess of \$1.6 million with monthly University FIS statements and department computerized accounting system. Access FRS on-line to verify balances, transactions, and encumbrances. Generate and distribute account balance statements to faculty and Department Head each month, or upon request. Compare data contained in a variety of financial records in order to detect errors and discrepancies in accounts, and complete transfer of payments to make corrections. Complete change in budget estimate forms to transfer funds between restricted fee accounts. Extract and compile data from account records for various reports using word processing, spreadsheet and database applications. Manage and reconcile Teaching operating account with monthly FIS statements, and provide monthly detail statements to Assistant Head for Teaching and Department Head. Monitor teaching account balance closely prior to fiscal year end and keep Teaching Head well informed to ensure an appropriate closing balance. If posting errors occur, they are usually discovered by supervisor and coworkers when reconciling accounts each month. Teaching account management is reviewed by supervisor based on the end of year closing balance and comments from Teaching Head. Manage and reconcile 84 KSU Foundation accounts with numerous sub accounts in excess of \$1 million and 68 scholarship accounts. Analyze invoices submitted for payment and monitor for allowable charges and availability of funds. Post KSU Foundation account expenditures and receipts to computerized accounting system. Generate and distribute monthly account balance statements to faculty, scholarship coordinator, and Department Head. Compose and type gift acknowledgment letters to donors for Department Head signature. Accounts are periodically monitored by Business Manager for operational and informational purposes.
2.	40%	E	Analyze, code, and process invoices from campus vendors, procurement card payments and vehicle expense card payments and review for allowable charges and proper use. Assign appropriate account numbers to invoices by identifying the purchaser and obtaining verbal or written communications from faculty. Communicates with vendors and various agencies across the state on a regular basis. Type interfund vouchers and procurement card payment documents, and review for accuracy, correct format, and availability of funding for submission to Accountant for signature. Review interdepartmental requisition purchase requests, invoices and related forms to approve merchandise and/or reimbursements. Route payment documents through other departments for approval, as appropriate. Maintain a numerical system and generate payment documents on the computer using Controller's Office electronic forms. Advise departmental employees on financial and procurement matters. Invoice and generate interfund vouchers for a variety of department services such as the Soil Testing Lab, Agronomy Farm, Greenhouse and Throckmorton Hall maintenance, and Extension Agronomy services.
3.	10%	E	Review out-of-state travel requests to verify adequate account balances and submit to Department Head for approval. Reference travel requests to travel reimbursement vouchers prepared by Senior Administrative Assistant positions W0007432 and W007499. Review expense vouchers for account information, correct object codes, accuracy of totals, original receipts, and traveler signatures, and submit to Accountant for approval signature. Route requests and vouchers through other departments for approval as appropriate. Complete documents to request imprest funds for the Crops and Soils Teams, and arrange KSU Foundation travel loans for faculty and staff. Hire, train and supervise hourly student employees in copying, sorting, distributing, filing, and typing payment documents and review work for accuracy. Assign additional duties to student employees, as necessary to meet the needs of the business office
4.	10%	E	Cross train with other staff to provide secondary coverage in the business office during absences, and perform other duties as assigned. Request quarterly vehicle mileage reports from faculty, calculate charges, and obtain account numbers and enter information in a database for use in preparing interfund vouchers to reimburse department for vehicle use. Verify vehicle pool information regularly to ensure correct vehicles are billed for use. Review documents completed by (W0011398) for accuracy in account numbers, object coding and notations for auditing purposes before they are submitted to Accountant for signature. Attend training and stay abreast of current policies and procedures, rules and regulations for travel, the procurement process, and coding. Analyze and interpret information for the purpose of problem solving and recommendations to administrators. Assign duties to student employees, as necessary. Participate in interviewing, selecting and evaluating employees.

Work is reviewed periodically by supervisor for accuracy and timeliness, and occasionally feedback is requested from department faculty and staff.

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

Daily: Personal computer, laser and desk-jet printers, copier, telephone, Fax machine, 10-key calculator. Occasional use of typewriter.

PART III - Education, Experience and Physical Requirements Information.

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

~~Independent work experience in office support/ clerical work~~ *One year of experience*
may be substituted for experience as determined relevant by the agency.
~~may be substituted for experience as determined relevant by the agency.~~
Education

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.

N/A

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

Work is primarily sedentary in nature and the computerized operation requires frequent use of electronic equipment to enter, manipulate, and generate data. This activity requires repetitive movement of the arms, fingers, hands, and wrists. Work also involves occasional standing, walking, lifting, carrying and frequent talking and hearing. Work requires light physical exertion in order to handle notebooks and other records weighing under 25 lbs.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Graduation from high school and vocational technical school in office practices and one year experience with KSU accounts payable, accounts receivable, and basic accounting. Training and experience in the use of computers and software (WordPerfect 6.0, Word, Windows, data bases, spreadsheets, accounting, e-mail, Internet, FRS) is preferred.

b) List preferred special knowledge, skills and abilities.

Knowledge of modern office practices to include filing, indexing, and cross referencing. Strong communication skills to include correct grammar, punctuation and spelling. Knowledge of KSU purchasing and payment procedures. Ability to function within University and departmental policy and procedures. Poise, tact, patience and cooperation are mandatory. Ability to apply and explain rules, regulations, policies and procedures.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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

N/A