

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 W0011407 10. Department ID 3670020210

2. Employee Name (leave blank if position vacant) Unique Hiram 11. Present Class Title (if existing position) Accounting Specialist

3. Division Department of Kinesiology 12. Proposed Class Title

4. Section College of Arts & Sciences

5 Unit

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

7. Type of Appointment (Circle)

Full time Part time 100 %

School:

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)

FROM: AM TO: PM
8 a.m. 5 p.m.

H U M A N R E S O U R C E S	13. Allocation <u>Accounting Specialist</u>
	Supervisory Status: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> FLSA Code: <u>nonexempt</u> / exempt
	14. Effective Date: <u>2/14/11</u>
	15. By: <u>abl</u> Approved: <u>[Signature]</u>
	16. Audit(s):
	Date: _____ By: _____
	Date: _____ By: _____
	17. Position Review(s)
	Date: _____ Date: _____
	Date: _____ Date: _____
	Date: _____ Date: _____
	Date: _____ Date: _____
	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 provides accounting and administrative support to the Department of Kinesiology; it is essential to the mission of the University and Department which is teaching, research and outreach. This position supervises student workers supporting the Department's mission.

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.

The Department of Kinesiology also shares faculty and grants with other departments which consists of a significant extramurally funded grant portfolio. Additionally, this position has extensive interaction with the public, other university departments, students and serves as a communication hub for the department.

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

Name	Title	Position Number
Dr. David Dzewaltowski	Department Head	W0009317

Name	Title	Position Number
List other individuals who may provide input for evaluation purposes.		

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.

The Department Head relies on the knowledge and ability of the employee in this position to coordinate and manage departmental operations and finances on both a daily as well as long term basis. The employee is expected to initiate action on payroll, generate workflow based on receipt of personnel and enrollment information for the Dean's office, HRIS, Enrollment and Registrar's office. Infrequent instructions and guidelines will be given to the employee; otherwise, the employee is expected to work independently. Employee is expected to be knowledgeable of the State of Kansas and Kansas State University rules and regulations.

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 30 E ACCOUNTING Oversees purchases of goods and services, receipt of merchandise and completion of appropriate documents associated with these transactions. Assist and advise faculty on purchasing decisions. Handle completion of all payment documents. Develop and implements procedures for overseeing budgetary expenditures on all department accounts including state allocation, grants, contracts, foundation and a unique restricted fee account including the LIFE program which self generates monthly revenue. Prepare internal monthly financial reports on all accounts for the Department Head and principle investigators to assist in budget planning. Keeps Department Head and faculty abreast of current policies and procedures regarding expenditures of funds. Prepare monthly sales tax reports for LIFE revenue data that is provided by program supervisor. Reconciles payroll payments by accounts and FIS reports with departmental accounting records. Procedures must be followed in a timely manner and is critical during fiscal year end. Attend training, as required, to stay abreast of State of Kansas purchasing procedures and the University's financial records system (SMART). Maintain inventory records as required by State guidelines. Completes monthly and annual reports for submission to the university controller's office.
- 2 25 E PERSONNEL Serves as the primary office manager/personnel specialist for the department. Prepares and processes all required paperwork to appoint, change, update personnel information and pay rate changes for all unclassified (15 faculty/5assistants), classified (1), graduate (9), and student hourly employees (30) in the department. Oversees the input and maintenance of all Human Resource Information System (People Soft) data information for unclassified positions to include placing ads, making travel arrangements, contacting applicants to assist them with becoming familiar with the benefits of relocating to the Manhattan area. Completes follow up paperwork with Affirmative Action and recommended applicant of choice for appointment. Initiates all required personnel forms, establishes work date and provides initial orientation information to selected applicant. Prepares and mails letters to all applicants not selected to inform them that the position has been filled. Responsible for informing employees of University policies regarding payroll procedures, sick and annual leave, health insurance, retirement and other fringe benefits. Keeps Department Head informed for notification of faculty reappointment, tenure, promotion and other faculty policies and procedures.
- 3 25 E ADMINISTRATION Serves as administrative assistant to the department head and department by screening and responding to correspondence, visitors and outside contacts to the office. Acts as departmental liaison with other administrative units on campus and the general public. Records and distributes monthly faculty meeting minutes. Supervises mail collection and dissemination, answers telephones as needed. Screens and refers calls to appropriate department personnel in a courteous, efficient and professional manner. Authority to sign document in department head's absence. Plans/coordinates meetings, workshops, faculty retreats and banquets including catering and reserving facilities.
- 4 15 E UNDERGRADUATE & GRADUATE PROGRAM RELATIONS Performs department registrar duties, accessing and updating ISIS to resolve enrollment problems and provide information upon request of faculty. Administers department undergraduate (in excess of 500) and graduate (approximately 35 students) student records. Oversees department e-mail/listserv. Supervises hourly student worker updating graduate application data (on a weekly basis during peak graduate application period from January 1 - May 1). Corresponds with applicants as necessary to complete files and follow up concerning GTA offer letters and various academic and administrative reports as required. Provides support and directs information flow of academic programs to ensure that the scheduling deadlines are met, technology classroom requests are submitted, and textbook orders are placed on time. Monitors academic calendar and communicates important deadlines and upcoming activities to program coordinators, affected students and faculty. Administers TEVALS. Administers new graduate teaching assistant surveys to all first year GTAs.
- 5 5 E ALUMNI & COMMUNITY RELATIONS Assists with department newsletter to recent graduates and alumni, soliciting news worthy items of interest for faculty, students, Kinesiology Student Association, Kinesiology Graduate Student Association, and former students. Updates mailing list biannually. Responsible for copy layout, copy writing, proofreading, and editing/correcting articles submitted by faculty. Sends monthly acknowledgment letters/correspondence to foundation donors. Assists with annual scholarship award banquet including gathering information for potential award winners, sending letters & invitations, and assists with banquet set up.

K-STATE HUMAN RESOURCES

2011 FEB -3 PM 2: 16

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

Calculator, computer, copy machine, fax machine, printer/scanner and telephone daily.

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)

One year of experience in accounting and administration. Education may be substituted for experience as determined relevant by the agency.

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.

Notary Public to administer employee oath to faculty, classified, unclassified, graduate research, teaching assistant, and student hourly employees once employed.

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

Work requires repetitive movements to operate electronic equipment.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Completion of six semester hours in accounting from an accredited college or university; one year of accounting or bookkeeping experience. Knowledge of Kansas State University accounting procedures. Three years of office administrative or clerical experience involving office management.

b) List preferred special knowledge, skills and abilities.

Knowledge of campus People Soft, HRIS, enrollment/registration procedures, strong written and verbal communication skills. KSU knowledge highly desirable. Working knowledge of computer spreadsheets and/or database software programs.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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

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PART IV Organizational Chart (Please attach). Indicate classification title and position number.

PART V Signatures

Organizational Chart
Department of Kinesiology

