

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: W0017002
10. Department ID: 3670005040

2. Employee Name (leave blank if position vacant): Vacant
11. Present Class Title (if existing position): Accountant I

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

4. Section: Controller's Office

5. Unit: Accounts Payable

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	Accountant I
U	Supervisory Status: yes/no	FLSA CODE: nonexempt exempt
M		Head Worker
A	14. Effective Date:	1/5/09
N	15. By:	Approved: KSIB
R	16. Audit(s)	
E	Date:	By:
O	Date:	By:
U	17. Position Review(s)	
R	Date:	Date:
C	Date:	Date:
E		
S		

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.)

Advise the University business offices requesting reimbursement through managing travel expenses and voucher audit expenses as to local and State regulations through the audit of university vouchers, campus training and the administering of a university-wide listserv. Research discrepancies pertaining to the Business Travel Accounts and the State contracted travel provider and resolve disputed voucher information questioned by the State of Kansas Division of Accounts and Reports.

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
Denae Dimler	Accountant III	W0006012

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Sabrina Ritter	Assistant Controller	W0042001

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.

This position is responsible for advising University personnel of travel regulations through communication with State authorities and through guidance provided by the University Policy and Procedures Manuals. Guidance for unusual travel circumstances is provided when necessary, however, considerable latitude is provided on a daily basis in completing our central review of vouchers and in advising the campus of travel 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) 40% E Oversees the Accounting Specialist position W0006047 in the Travel Audit Section. This position is responsible for reviewing university travel reimbursements (including cash advances for international and student group travel) for compliance with State and University policies and procedures. Advise university business travelers and those responsible for the creation of travel reimbursement requests of the restrictions related to a myriad of circumstances surrounding the reimbursement of travel costs. Conduct campus training visits to instruct new campus personnel on travel guidelines and administer travel listserv to communicate changing travel regulations. In completing the review of university traveler reimbursement documents this position completes an audit that includes verifying the accuracy of coding, encumbrance, international currency conversions and regulatory restrictions concerning the reimbursement of specific detailed items related to travel (including not limited to many variations in allowable subsistence amounts relevant to state and federal funding and special exemption processes for subsistence and travel costs related to conference travel). In the course of this review this position works with supervisors within the section to ensure that a consistent response is provided to the diverse variations to travel related questions. In addition, to this review this position determines the proper batching option for payment documents based on dollar restrictions and filing requirements in order to ensure that proper documentation is on file. This position also reviews computer system edits as needed to ensure transactions were entered into FIS accurately by comparing all fields noted on a PC based edit report.
- 2) 30% E Oversees three Accounting Specialists (W0006014, W0006020, and W0006019) in the voucher audit section which is responsible for ensuring that campus department expenditures comply with State and University policies and procedures as to appropriate use of State funds, IRS guidelines on taxability and University and Board of Regent guidelines as to University specific restrictions. The section reviews approximately 500 payment documents per day and must provide a reliable level of compliance while ensuring that payments are made for University obligations on a timely basis.

In overseeing the efforts of this section, this position will act as a liaison to University departmental personnel, Controller's Office sections including Sponsored Projects, Purchasing, Cashiers and Loans, Financial Reporting and Inventory, and the State Accounts and Reports Division, as well as our own internal staff to ensure compliance with established policies and regulations in regard to the expenditure and of accounting for all State funds expended by the University.
- 3) 15% E Acts as a liaison between KSU departments and the Business Travel Account provider to assist in resolving inaccuracies in billing or inadequate service. Works with both the University and the Business Travel Account provider to ensure that payments are posted accurately and in a timely manner. This position will be in daily contact with both the University travelers and those responsible for the creation of the reimbursement documents in both the administrative and clerical ranks.
- 4) 10% E Develop and provide training programs on system policies and procedures including travel regulations, accounting document completion, Business Travel Account procedures and E-Forms software use.
- 5) 5% E Other duties as assigned including, but not limited to revising/updating PPM Chapter 6410 "Reimbursable Travel Expenses and Forms", and keeping travel information updated on the Controller's Office web page.

Work performed above is reviewed through post audit reviews provided both internally and by the State of Kansas.

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

- (X) 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
Accounting Specialist	W0006047
Accounting Specialist	W0006014
Accounting Specialist	W0006020
Accounting Specialist	W0006019

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.
- (X) 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.

Error in judgment by this position can cause substantial loss of time and substantial increase of work hours at both the State and University levels. Unfamiliarity of travel rules and regulations can cause delays in payment to travelers and vendors.

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

Contacts are constant via telephone, email and written communication with employees of the Controller's Office, State Travel Center and Administrative Audit (Topeka), University department employees, and with travelers and vendors of the University for the purpose of reviewing travel regulations and routing of documentation. Communication with Accounts Payable supervisors and personnel in the Administrative Audit (Topeka) occurs in resolving unique circumstances surrounding travel reimbursements.

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

Dissatisfaction and criticism from University personnel and vendors in their performance of resolving travel issues. Pressure to maintain a positive attitude in the face of adverse or unwarranted criticism in order to keep satisfactory relationships with co-workers, campus personnel and vendors can cause low morale and frustration. Discomfort and eye strain can result from sitting for long periods of time viewing source documents and computer terminals.

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

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, 10-key calculator, copier, fax machine, and telephone.

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
Work experience in professional accounting *auditing work* positions.
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.

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 movement in entering general data by manipulation of electronic equipment.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Graduation from an accredited four-year college or university with 20 hours of course work in business and proven supervisory experience.

b) List preferred special knowledge, skills and abilities.

Ability to key accurately with some speed, ability to analyze, makes recommendations for improvements and implements policies and procedures. Knowledge of FIS and STARS systems, ability to communicate clearly in writing and by telephone, and the ability to interpret and explain technical and varied rules and regulations are highly desirable.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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

N/A