

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: W0036953
10. Department ID: 3670001070

2. Employee Name (leave blank if position vacant): Susan Borcharding
11. Present Class Title (if existing position): Senior Administrative Assistant

3. Division: McCain Auditorium
12. Proposed Class Title: Accounting Specialist

4. Section

5. Unit

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: 8:00 AM/PM TO: 5:00 AM/PM

H	13. Allocation	Accounting Specialist
U		
M	Supervisory Status: yes/no	FLSA CODE: nonexempt/exempt
A		
N		
R	14. Effective Date:	11/9/03
E	15. By:	Approved: [Signature]
S	16. Audit(s)	Date: By:
O		Date: By:
U		
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.)

To input data required by the university for payroll, accounts payable and receivable; to verify those data; to maintain an in-house accounting system; to serve as the departmental receptionist & provide clerical support for the director; to handle Friends of McCain financial matters; prepare financial reports for Friends treasurer & committee chairs.

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.

Accounting specialist is to be responsible for gathering, collating, analyzing data and preparing grant reports (formerly done by Operations Manager); will be responsible for preparation of event reports, financial statements, payroll, and reconciliation of all accounts. Monitors and maintains an accurate record of 28 departmental accounts and 9 foundation accounts. Responsible for personnel and payroll functions for 7 staff members, 1 graduate student, and 30 student employees. Preparation of invoices (gathering, collating data) to Operations Manager.

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

Name: Terri L. Lee Title: Operations Manager Position Number: W0037335

List other individuals who may provide input for evaluation purposes.

Name: Richard P. Martin Title: Director Position Number: W0006247

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 required to work independently, use own judgment and discretion to complete tasks according to state and University rules and regulations.
- b.) Instructions and guidelines come from University and state policies and procedures manual, departmental policies and procedures, and from Operations Manager.
- c.) Incumbent receives assignments from Operations Manager and Director of Auditorium. Assignment guidelines are generally given and incumbent must use own initiative, discretion, and judgment to prioritize and carry out work.

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 Verifies invoices to insure that goods or services have been received as ordered; prepares Agency Purchase Orders, Interfund Vouchers or other documents to secure payment of invoices. Enters payments in Quick Books. Gathers, collates, and analyzes data as necessary to prepare reports on accounts payable and receivable and on events in the McCain Performance Series. Downloads FRS reports and reconciles all accounts. Prepares PARS for grant reports. Collates other data to complete grant reports for submission to SPA. Trains and supervises one student employee to help with clerical duties.
- 2. 15% E Serves as the receptionist for the auditorium. Answers the telephone, provides information or refers callers as necessary, takes messages. Greets visitors, announces callers. Other duties as assigned including delivering and picking up checks and deposits from the KSU Foundation, as needed; contracts to Purchasing Services, etc.
- 3. 10% E Maintains time and leave by posting staff and student time to HRIS/People Soft and to Quick Books. Prepares and submits to Human Resources employment/separation forms for all employees.
- 4. 13% E Downloads the daily Foundation transaction reports. Reconciles the Friends of McCain bookkeeping system with KSU Foundation reports. Prepares a monthly report for the treasurer of the Friends Board to show current cash position and a report of current assets and liabilities. Prepares financial reports as needed/requested for the chairs of various fund-raising campaigns.
- 5. 12% E Prepares deposits to the KSU Foundation of gifts to the Friends of McCain. Records gifts on Friends of McCain bookkeeping system (QuickBooks) and database. Coordinates maintenance of database with development officer.
- 6. 5% E Verifies invoices or receipts to insure that goods or services have been provided as ordered. Collects invoices or receipts from members of the Board of Directors of the Friends of McCain and prepares letters to secure checks from the KSU Foundation to pay vendors or reimburse Board members. Mails checks. Posts charges to the Friends' bookkeeping system.
- 7. 5% E Serves as the chief contact with the public for the Friends of McCain, answering the telephone, providing information or referring callers as appropriate. Opens the mail and handles routine correspondence. Apprises the director of McCain or the President of the Board of Directors, Friends of McCain, of matters affecting the Friends.

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
1 Student employee	

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.

No one answer fits all cases, as not all errors or decisions entail the same consequences. Failure to deposit funds to the correct amounts may cause accounts to be overdrawn and may entail considerable work to find the incorrect deposits and to transfer funds. In the case of events with a guarantee versus a percentage of net receipts, failure to deposit and post receipts properly may entail both considerable effort to find and correct the deposits and postings as well as difficulties with the producer's representative at the time of settlement. Failure to deal in a courteous, effective and timely manner with donors may entail the loss of contributed income.

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

In providing clerical support for the Friends of McCain, the employee will have regular contact with prospective and actual donors, cashiers and bookkeepers at the KSU Foundation. Frequency of contact cannot be specified. When serving as a receptionist, the employee will have regular contact with the public, both by telephone and in person when visitors inquire in the department's administrative office.

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

The auditorium has no windows and there are occasionally times when heating or air conditioning is unable to provide and maintain a comfortable temperature in the work areas. The job is not expected to entail hazards or risks. The volume of work in this department exceeds the number of employees available to perform it; like all performing arts organizations the unit has constant deadlines. Hence, a certain amount of stress is endemic in the workplace.

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

Employee should be familiar with university and facility procedures for safety during weather emergencies. Familiarization with the equipment used in this department plus common sense will probably suffice for handling equipment safely.

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

IBM-compatible computer, printer, calculator, photocopier, fax machine, multi-line telephone. All equipment will be used 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)

(702010)
 Any combination to equal 2 years: experience in accounting/auditing support and/or education in accounting/auditing support.
 One year of experience in accounting/auditing support work. Education may be substituted for experience as follows: knowledge at an entry level in accounting/auditing support 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).

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Two years experience in an administrative position which included accounting and personnel/payroll.

- b) **List preferred special knowledge, skills and abilities.**

Knowledge of rules and regulations concerning accounting and budgeting in a state agency. Ability to organize and prioritize work. Must exercise good judgment, have creative intelligence and excellent people skills.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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