

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: W0042654
10. Department ID: 3670005040

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

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):

H	13. Allocation	Accounting Specialist
U	Supervisory Status:	yes/no
M	FLSA CODE:	nonexempt/exempt
A		
N		
R	14. Effective Date:	May 2, 08
E	15. By:	Approved: [Signature]
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

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

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 is vital to the operation of the University Student Services Office. This position is responsible for managing the process to refund excess financial aid to all students (Manhattan and Salina campuses).
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: Adriane Austin Title: Accountant III Position Number: W0006016

List other individuals who may provide input for evaluation purposes.

Name: James G. Badders Title: Assistant Controller Position Number: W0006055

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 substantial amount of latitude is allowed in complete the work. Employee is given basic outline of how to perform tasks and then is free to develop methods within certain guidelines to complete tasks.

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 student refunds making sure payments are made accurately and timely. Reviews reports of students flagged to receive refunds to verify the refund is justified. Manage the disbursement of checks to students (checks are available to pick up for one day and then are mailed). This will include initiating routine refund processes for both EFT's and paper checks. Review all manual iSIS refund requests to determine appropriateness and if approved, give document to the FIS office to issue check. Work closely with the Student Financial Assistance Office and the Emergency Student Loans Cashier to assure that no refunds are issued inappropriately or before all outstanding charges on the student's account are paid. Manage the Electronic Funds Transfer process where refunds are transferred directly to the student or parent bank account. This process requires similar due diligence to verify that refunds are appropriate, but the transfer process is much more complicated than writing a check. Numerous jobs and processes must be run to ensure the accuracy of the transfer. Any mistake can prove costly in both economic terms as well as the loss of goodwill. These tasks are accomplished by having knowledge of iSIS, having the ability to analyze data and render decisions, and being able to exercise a moderate amount of independent judgment. The work is reviewed by the Accountant III (W0006016) for progress and conformance to established policies and procedures, and through occasional consultation.
2. 35% E Provide customer service for students and parents who have questions concerning the timing and display of financial information on student's statements of account. May also serve as a functional resource for departmental users of iSIS and provide training as required. Work with application developers and system supervisor to develop appropriate modifications to iSIS to prevent problems from recurring and to streamline procedures.
3. 15% E Review collection agency invoices and post payment transactions to the individual student's accounts. Record the collection agency code on each student's account when the account is referred to one of four collection agencies; managing the recall of accounts from collection agencies if payment is not made; and transferring transactions to a "write off" account when permission to write off as uncollectible is received. These tasks are accomplished by having knowledge of iSIS and FIS, having the ability to analyze data and form conclusions, and the ability to reconcile and detect discrepancies in financial records. The work is reviewed by the Accountant III (W0006016) for progress and conformance to established policies and requirements.
4. 10% E Other duties, to include, but not limited to: managing the archival of student iSIS records; process all void and stop pays making sure the bank is notified and the information is correctly recorded in student records; assisting during other employee absences. Manage the setup for check distribution in the Union at the beginning of the Fall and Spring Semesters. Work with the Main Office to submit floor plan layout and work requests for Facilities, Telecom and the Union. Also, work with the Assistant Controller to staff the Union Distribution and Distribution in Anderson Hall afterwards. Assist other staff members with various tasks during busy periods and when they need assistance. Tasks are accomplished by having knowledge of iSIS and having knowledge of office policies, procedures and requirements.

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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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.

Student iSIS refunds could be issued for the incorrect amount and subject the University to financial liability or loss of goodwill. If jobs are set up improperly, major effort could be needed to correct the resulting problems.

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

Contacts are made daily with student customers and their parents, internal and departmental staff in the managing the iSIS System.

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

Repetitive task hazard exists due to large amount of PC usage, calculator and phone.

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

Ergonomic keyboard and phone shoulder rest available.

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

Daily- Calculator, PC (MS Excel, MS Access, MS Word, phone, KSUVM, internet.)

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/auditing, support unit. 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.

Prefer: Supervisory training within 6 months of appointment.

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.**

Post high School bookkeeping or accounting classes. Experience using Microsoft Office Products.

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

Ability to make mathematical calculations rapidly and accurately. Ability to detect and reconcile discrepancies in financial Data. To communicate, understand and explain financial data.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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