

Financial Manager Position

This position is responsible for managing the business-related functions of K-State Research and Extension – Sedgwick County. This includes, but is not limited to accounting, payroll, human resource functions, and providing general administrative support to agents and the County Extension Director.

Basic Responsibilities:

- 1) In coordination with the County Extension Director, prepare and reconcile budget for KSRE-Sedgwick County. Create, analyze, and share financial reporting each month for board members including receipts, expenditures and summary. Responsible for budget entry and year-end closing.
- 2) Review and monitor departmental expenditures and ensure compliance with state accounting and procurement policies and procedures.
- 3) Understand all aspects of payroll in regards to payroll law and regulations. Process and submit accurate and timely monthly, quarterly and year-end payroll reports, including W2's, 1099's, etc.
- 4) Assist director with business and human resource policies and procedures. Communicate changes in business, human resources, payroll or other related policies and procedures.
- 5) Manage various functions related to financials including refunds, billing, credits, etc. in coordination with the director.
- 6) Coordinate all documentation and assist auditors as needed, for the KSRE-Sedgwick County's annual audit.
- 7) Present a favorable and professional image of the local extension unit and K-State Research and Extension while dealing with the public. This includes all personal contact as well as by telephone and/or electronic communication.
- 8) Assist on special projects within local unit, as needed, for continuous operation of the office. Serve as a back-up Receptionist on a limited basis.

Required Knowledge, Abilities and Skills:

- Ability to represent the K-State Research and Extension-Sedgwick County in a professional manner.
- Ability to communicate in an effective and professional manner regarding all financial aspects of the KSRE-Sedgwick County.
- Ability to keep sensitive and/or private information in a confidential manner.
- Ability to learn, apply and share rules, policies, and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to utilize basic word processing, spreadsheet, and database applications. **Must be proficient with QuickBooks financial software and Excel.**

- Ability to work closely with director, and take lead on projects as requested.
- Ability to work as a team member, and flexibility to take on a variety of tasks that are associated with the various categories within an extension office, including Agriculture/Natural Resources, Horticulture, Family and Consumer Sciences, 4-H and Youth Development, and Community Vitality.

Minimum Qualifications: A high school diploma and at least 5 years of direct experience in bookkeeping, accounting and/or financial management. Ability to perform routine duties and multi-task. Must be proficient in QuickBooks and Excel. Must have payroll experience. Must be detail oriented.

Preferred Qualifications: Bachelor's degree in related field i.e. accounting, finance. Six to 10 years of relevant experience. Experience working in higher education or government. Experience working with grant financials.

Equal Employment Opportunity: K-State Research and Extension / Sedgwick County Extension Council is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

This work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events and office management.

Deadline to apply: Friday, September 7th, 2018

Location: Sedgwick County Extension Education Center, 7001 W. 21st St. N.

Position Type: Fulltime, 40 hours, 8:00 to 5:00 p.m., Monday – Friday

Benefits: KPERS, health insurance, paid vacation, paid sick leave and holiday leave.

Pay: \$13.50 to \$15.00 an hour.

How to Apply: Send cover letter, resume, and completed application to Angela Jones at angelajones@ksu.edu

Questions: Call 660-0100.

OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT
K-State Research and Extension
Kansas State University

A resume may be attached.

County/District

NAME

First Name

Middle Initial

Last Name

ADDRESS

Street Address

City

State

Zipcode

TELEPHONE (Home)

(Daytime)

E-MAIL ADDRESS

I will accept: Full Time

Part Time

Temporary

What is the earliest date you will be available to start work?

EDUCATION

High School Diploma or GED certificate Yes

No

COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED

List names and locations of schools, degrees or certificates received and special skills learned. Limit 750 characters

COMPUTER SOFTWARE EXPERIENCE - List name(s) of software program(s) and years of experience. Limit 600 characters

EQUIPMENT- List office equipment with which you have training and/or experience. Limit 600 characters

K-State Research and Extension is an equal opportunity provider and employer.

JOB SKILLS

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please all box(es) that apply.
Indicate years of experience.

SKILL DEFINITION	TRAINING	YEARS OF EXPERIENCE
OFFICE SUPPORT/CLERICAL WORK: General office, clerical and administrative support work; and/or course work at the high school or post-high school level in English, spelling, typing, computers, or business or office practices.		
GENERAL BOOKKEEPING: Recording/verifying/classifying accounts payable and/or accounts receivable transactions; and/or training at high school or post-high school level in bookkeeping, accounting, spreadsheet applications, business math, business law and/or business taxes.		
Automated Bookkeeping: Recording, verifying, classifying and/or reporting transaction in an automated accounting or spreadsheet system.		
CLERICAL SPECIALITIES: Office Management: Coordinating activities of an office, such as typing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services.		
Operating Copiers: Operating and maintaining a copy machine in making copies, may include collating, stacking and stapling functions.		
Operating Mailing-Machine: Operating machines that address, weigh, and tie into bundles printed publications, such as magazines, catalogs, letters and pamphlets for mailing according to zip code.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence, records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.		
Answering Multiple-Line Telephone: Answering and operating a multiple line telephone that features second call answering, automatic dialing, busy override, three way transfer, conferencing and call waiting, etc.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
Cashiering: Receiving and disbursing money and recording transactions.		
General Recording: Preparing, reviewing, maintaining, routing and coordinating recorded information; checking records and schedules for accuracy.		
Payroll/Personnel Record keeping: Computing and posting wage data to payroll records; such as income tax withholding, social security payments, union dues, and insurance; and entering net wages on earning record cards, checks payroll sheets, etc.		
KEYBOARDING OPERATION: Keyboard operating and/or education at the high school or post-high school level in typing, data entry, word processing.		
Entering Data into Computer: Entering data and record changes into a computer software application.		
Desk Top Publishing: Using word processing software to create documents such as: letterhead, newsletters, advertisement, flyers, graphics, etc.		
Merging Documents: Using software functions, keys or programs in combining files or parts of files into a single document for word processing, spreadsheet or data management application.		
Add Graphics to Documents: Creating and adding graphics/charts to word processing/spreadsheet documents.		
Designing and maintaining web pages: Creating and modifying information and documents on websites.		
GENERAL SECRETARIAL DUTIES: Carrying out general administrative or office duties which may include operational functions of an organization unit.		
Maintain Appointment Log: Maintaining an appointment log for staff.		

SKILLS DEFINITION (CONT.)	TRAINING	YEARS OF EXPERIENCE
GENERAL SKILLS: Composing Correspondence: Writing general business letters and reports, using prescribed format and conforming to all rules of punctuation, grammar and style.		
Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Preparing Specifications: Developing written, detailed requirements for purchase, modification or repair of equipment, vehicles and/or facilities.		
Graphic Data Presentation: Determining media and format for graphic presentation of data.		
Budget Preparation: Preparing a budget through analyzing past and present financial operations and estimating future revenues and expenditures.		
Mathematics-Basic: Studying or applying the basic mathematics principles of addition, subtraction, multiplication or division.		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
Lead worker: Assigning, instructing and reviewing work of others on a daily or special project basis.		
Supervisory: Assigning, and reviewing the work of subordinates, rating work performance, hiring or recommending hiring, resolving, disciplinary problems and grievances.		
Administrative: Executing organizational policy, goals or objectives.		

Please list any job skills you may have that are not listed above.

WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. Resume may not be substituted for following employment history.

Last or Present Employment

Employer: _____ Job Title: _____
 Address: _____ Dates of employment: _____ to _____
 Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
 Type of Business: _____ # of People Supervised: _____ for _____ years _____ months
 Duties While Employed (also list equipment used regularly in the work of this position): _____

Reason for Leaving: _____

Other Employment

Employer: _____ Job Title: _____
 Address: _____ Dates of employment: _____ to _____
 Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
 Type of Business: _____ # of People Supervised: _____ for _____ years _____ months
 Duties While Employed (also list equipment used regularly in the work of this position): _____

Reason for Leaving: _____

Other Employment (CONT.)

Employer: Job Title:
Address: Dates of employment: to
Phone: Hours per Week: Immediate Supervisor:
Type of Business: # of People Supervised: for years months
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

Employer: Job Title:
Address: Dates of employment: to
Phone: Hours per Week: Immediate Supervisor:
Type of Business: # of People Supervised: for years months
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

REFERENCES

May we contact your present employer regarding your qualifications? Yes No

Please list three persons in addition to the employers named above. Do not include relatives.

Name Telephone
Address

Name Telephone
Address

Name Telephone
Address

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension information they may have with respect to my work experience with them.

Signature