

Finance & Accounting Office Professional

Our Mission: The mission of K-State Research and Extension and the Wildcat Extension District is to provide evidence-based information that improves the lives and livelihoods of residents in Crawford, Montgomery, Labette & Wilson Counties. Extension educators provide public programs, community partners assistance, and consultations related to Water, Health, Global Food Systems, Community Vitality and Leadership.

Position Description: This position is responsible for managing the financial-related functions of the Wildcat District including, but not limited to, accounting, payroll, and human resource functions. Under general supervision, this position also provides administrative support and requires positive interaction with stakeholders and staff, face to face, via the phone or by other electronic communication methods, including greeting the public. The District Office Professional reports to the District Extension Director. This position is responsible for performing a wide variety of clerical duties and other duties as assigned, supporting their fellow team members in the District as needed. Office location negotiable between Girard, Independence, Altamont or Fredonia.

Minimum Qualifications: An Associate's of Applied Science (AAS) in Accounting or related field, and at least 5 years of experience. Experience in office management and ability to multi-task is needed.

Preferred Qualifications: Certified Public Accountant designation. Experience working in higher education or government. Experience working with grant financials.

Pay Range: \$16-\$21/hour depending on education and experience – full-time plus full benefits (vacation, sick leave, holidays, non-state employee health insurance plan and retirement).

Interested applicants should send cover letter, resume and references to francesgraves@ksu.edu

APPLICATION DEADLINE = July 15, 2022

Responsibilities: Administrative Assistant/Financial Management - 75%; Customer Service/Clerical - 25%

Monthly Financials

- Local Unit Employee Payroll
 - Calculate Individual Contributions/Employer Contributions
 - Make Monthly Deposits (Online)
 - Keep up on the Latest Changes/Amendments to the Program
 - Collect Timesheets and process Payroll
- Federal/State Income Taxes
 - Make Monthly Deposits (Online)
 - Create EFTPS Form
 - Create & file quarterly 951 reports
 - Calculate Taxes for Office Professionals, Temporary Employees, and Summer Interns
 - ✓ This Includes Federal Withholding Tax, Social Security, and Medicare Taxes
- SUTA (State Unemployment) and Kansas Sales Tax
 - Create and File Quarterly Unemployment Reports

- Make Quarterly Payments for unemployment and any sales tax
- EFAP – Accounting Software Supported by K-State Extension
 - Monthly Reconciliations & board meeting support documents
 - Entering Expenditures/Deposits/Payroll Liabilities
 - Printing Checks
 - Payroll
 - Working with Annual Auditing Company
- KSU Financial Forms
 - KSU 8-6 (Tracks Expenditures)
 - KSU 8-7 (Tracks Receipts)
 - KSU 8-9w (Tracks Expense and Income of Sales, Gifts, Grants, and Cost Recovery)
 - Copy Checks, Invoices, Bank Statements, Deposits, and EFTPS Reports each Month
 - If Need Be, Make Necessary Changes to Financial Statements After Monthly Audits
- UMB Purchasing Card Statements
 - Collecting/Tracking Visa Receipts to Pay the Monthly Statement
 - Reconciling expenditures by 16 cardholders
- Agents Vehicle Mileage
 - Agents Submit a Vehicle Mileage Log Each Month (November-October)
 - Track Mileage to complete the Taxable Fringe Benefits Form in November
 - Calculate Employers/Employee Taxation
 - Make a Separate Deposit (Online) In November

End of the Year

- Taxable Fringe Benefits
- Excise Tax
- State Sales Tax
- W2's & W3 (File With IRS)
- K2's & K3 (File With the State of Kansas)

Yearly Audits

- Prepare documents and copies of documents for the annual audit
- Communicate what auditors may need from the director
- Share audit findings with the Wildcat Extension Board
- Answer any questions the auditors might have
- Discuss ways to detour fraud, missing documentation, or different ways to track deposits, etc.
- Communicate with auditors before and after each audit if any changes are made within the district
- Filing annual audits online

Purchasing

- Office supplies, equipment, furniture, software, Publications, and essentials for everyday operations. (Letterhead, Envelopes, Business Cards, Name Tags, etc.)

Customer Service/Clerical Responsibilities

- Arrive at work at the appropriate time and see that the office is open during regular work hours of 8:00 a.m. to 4:30 p.m. daily.
- Represent the Wildcat Extension District in a professional, positive manner.
- Be familiar with the schedules of the local District Extension Agents to professionally respond to phone calls and office visits.
- Greet the public, answer telephone calls using a multi-line/multi-office telephone system and transfer calls to the appropriate District staff member. If the appropriate person is not available, you should be able to take a message or ask the customer to leave a voice message.
- Assist/instruct customers with various needs including soil tests, radon tests, feed samples, and other related subject matter services provided by the office.
- Answer questions regarding any information related to extension programs and events held locally.
- Open and sort paper mail and deliver as needed. Make copies as appropriate to keep everyone informed of important information.
- Sort and file correspondence, records, publications, and other information for future retrieval.
- Accurately record and deposit all district-related funds received in the office submitting copies of the District related deposits and receipts to the appropriate files monthly.

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

Working Conditions: Quiet, temperature-controlled office environment.

Work Habits and Attitude Expected:

- Timeliness – Arrive at work on time. Complete assigned work in a timely manner.
- Teamwork – Cooperate with and assist all agents and staff as a loyal team member.
- Ability and willingness to follow instructions and directions.
- Exhibit organized work habits.
- Present a groomed appearance, pleasant personality, and disposition.

Probationary Period: All full-time new employees shall be hired for a probationary period not to exceed 6 months. No later than the end of the probationary period, the extension director and the Governing Board shall evaluate the new employee and determine if the new employee shall be retained. Thereafter, the employee shall be evaluated at least on a yearly basis by the district director and the Governing Board.

Termination: The employee, on two-week notice, or the employer, reserves the right to terminate any employment relationship at any time, with or without cause.

Benefits: Benefits will include health insurance, retirement plan, vacation, sick, and holiday leave.

Office Hours: The Wildcat Extension District with offices in Girard, Altamont, Fredonia and Independence has posted office hours of 8:00 a.m. to 4:30 p.m. with a one-hour lunch.

Wildcat Office Leave Policies

Holidays: The governing body has determined that district offices will follow the state holiday schedule. If local county commissioners declare a holiday that the state does not acknowledge, employees within that office must take annual leave if they wish to take the day off.

Extension Office Closing: If the extension office is closed due to weather, utility problems, bomb threat, etc. employees will be paid their normal salary/wage. If an employee chooses to stay at home or go home, but the office has not been declared closed, the employee must take annual leave.

Requesting Leave/Documentation of Hours Worked: Employees will document hours worked on leave using KSU Form 8-25. The district director is responsible for signing the form each pay period.

Eligibility for Leave: All employees in permanent full and part-time positions are eligible for leave. The hours in pay status determine the amount of leave earned as outlined in the following tables. Employees in temporary positions are not eligible for any of the following paid leave.

Vacation Leave: This type of leave begins to accrue upon employment and is available for use at the beginning of the pay period after which it is earned.

Vacation annual leave shall be accumulated as follows:

- Full-Time Employees: 0 to 5 years' employment – 8 hours per month (1 day), maximum accumulation 240 hours (30 days)
- 5 to 14 years' employment – 12 hours per month (1 ½ days), maximum accumulation 240 hours (30 days)
- 15 years and over – 14 hours per month (1 ¾ days), maximum accumulation 240 hours

Vacation annual leave should be planned in advance and approved by the district director. Any accumulation over 30 days will be forfeited. Accumulated vacation leave (30-day maximum as directed above) will be paid upon resignation, retirement, termination, or death. In case of death, compensation will be paid to the surviving spouse or the employee's estate. Vacation leave can be used for sick leave.

Overtime/Compensatory Time: Flexibility may be required in work hours during certain times of the year (special program, event, etc.). All requests for work above 40 hours per week must be pre-approved by the district director. If an office professional is requested to work over 40 hours in one week, the office professional will receive compensatory time rather than receive overtime pay. For every hour worked over 40 hours, 1 ½ hours is accumulated in compensatory time.

Compensatory time should be arranged with local agents and district director. It should be used within 2 months of when it was accumulated. Compensatory time must be noted on KSU 8-25 form and utilized before annual leave may be taken.

Sick Leave:

- a. Sick leave may be granted for the following reasons:

1. Illness or disability of the employee, including pregnancy, childbirth, miscarriage and recovery therefrom, and personal appointments with a physician, dentist, or other recognized health practitioner; or
 2. Illness or disability, including pregnancy, childbirth, miscarriage and recovery therefrom, of a family member and a family member's personal appointments with a physician, dentist, or other recognized health practitioner, when the illness, disability or appointment reasonably requires the employee to be absent from work.
 3. The adoption of a child by an employee or initial placement of a foster child in the home of an employee, when the adoption or initial placement reasonably requires the employee to be absent from work.
- b. Each full-time employee will earn 8 hours (1 day) of sick leave per monthly pay period.
 - c. There is no limit on the amount of sick leave that may be accumulated. Upon retirement, employees will be compensated for 30 days of sick leave if they have accumulated at least 100 days of sick leave. Retirement is defined as being eligible for Social Security benefits. In case of death, compensation will be paid to the surviving spouse or the employee's estate.
 - d. Sick leave earned by an employee is available for use on the first day of the following monthly pay period.
 - e. Employees do not earn sick leave while on leave without pay.
 - f. Vacation leave can be used for sick leave.
 - g. Extended use of sick leave (more than five days) would require a doctor's permit for the employee to work and be paid for sick leave.

Leave Without Pay: Leave without pay can only be used when no sick leave or annual leave remains. It is understood that any employee with accumulated sick and annual leave may use that leave if approved by the employer. Employees do not earn sick leave while on leave without pay.

Family and Medical Leave Act (FMLA): The Family and Medical Leave Act (FMLA) grants up to 12 work weeks of leave in a 12-month period for certain family and medical reasons. Eligibility for FMLA starts after 12 months of employment and after the employee has worked at least 1250 hours in the 12 months immediately preceding the date FMLA leave begins. The employee is required to use all accumulated sick and vacation leave toward the FMLA entitlement before being authorized leave without pay. Family members are limited to the employee, spouse, children and the employee's parents. Additional information and forms can be found on K-State Research and Extension form FMLA 1-1.

Jury Duty: Employees will be granted a leave of absence with pay for required jury duty, in order to comply with a subpoena as a witness before the Civil Service Board, The Kansas Commission on Civil Rights, the U.S. Equal Employment Opportunity Commission, or a court, legislative committee, or other public body, except for appearances which involve an employee either as defendant or plaintiff in a personal matter. In such cases involving a personal matter, vacation leave, compensatory leave, or leave without pay will be used. Each employee granted such leave who receives pay or fees for a required appearance, excluding jury duty, shall turn over to the employer the pay or fees in excess of

\$50.00. The employee may retain any amount paid to the employee for expenses in traveling to and from the place of the jury duty.

Bereavement Leave (funeral leave): Employees may be granted up to five working days, with pay, to make arrangements for and to attend the funeral of an immediate family member. The employee's relationship to the deceased and necessary travel time are among the factors considered in determining whether to grant funeral leave, and if so, the amount of leave to be granted. Funeral leave shall not exceed five working days in any one instance.

Military Leave: Military duty means training and services performed by an inductee or enlistee in the armed forces of the United States, including time spent in reporting for and returning from such training or service. It also includes active duty training as a reservist in the armed forces of the United States or a member of the National Guard.

- a. Eligibility: Any employee who leaves district service for more than 30 days of military active duty shall be placed on military leave without pay, such leave to extend through a date of thirty (30) days after his/her release from service. If not accepted for such duty, the employee shall be reinstated in his/her present position without loss of status or reduction of pay.
- b. Restoration: An employee returning from military leave shall be entitled to restoration to his/her former position of like pay and responsibility, provided he/she makes application for reinstatement within thirty (30) days after his/her release from duty and provided further he/she is physically and mentally capable of performing the duties of the position involved.
- c. Earned Time: Upon restoration to district service, the employee shall be restored all earned time credits unless he/she shall have been paid for unused earned time at the time of his/her induction or enlistment.
- d. Military Training: Any employee who is a member of any reserve component of the United States Armed Forces or the National Guard shall be granted military leave for a total of ten (10) working days for a tour of active duty or field training encampment with pay.

If an employee's once-a-month military duty happens to conflict with the employee's district work schedule, the employee shall be granted military leave without pay. An employee may not be charged earned time for military training over ten (10) working days, but may be used at the employee's request.