

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: W-11203
10. Department ID: 3670025010

2. Employee Name (leave blank if position vacant): NANCY LOGAN
11. Present Class Title (if existing position): Accountant II

3. Division: Dean of Business Administration
12. Proposed Class Title:

4. Section: Dean's Office

5. Unit: CBA Budget Office

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 | <u>Accountant II</u> |
| U | | |
| M | Supervisory Status: yes/no | <u>FLSA CODE: nonexempt/exempt</u> |
| A | | |
| N | | |
| R | 14. Effective Date: | <u>9/1/05</u> |
| E | 15. By: <u>ML</u> | Approved: <u>JH</u> |
| 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: 8:00 AM/PM TO: 5:00 AM/PM

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 the chief support position for all financial, personnel, and physical plant functions within the College of Business Administration. The Budget Unit's goal is to maximize the College's financial resources, disseminate accurate financial information to the College's Deans and Department Heads, and to provide financial training, expertise, and support to the College's staff.

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.

[Handwritten signature]

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

- 50 Assists the Budget Director in all facets of program support for the College of Business Administration. Reconciles monthly 45 KSU Foundation and 35 FRS accounts and prepares detailed technical reports for the Budget Director and the Dean based on information obtained as a result of balancing these accounts through knowledge of accounting practices and knowledge of the FRS system. Prepares the monthly OOE report, an analysis of spending patterns by departments, based on monthly FRS account statements held by the four CBA departments and monthly Unclassified, Classified and Student Payroll reports through understanding of budgeting and financial reporting. Monitors all accounts receivable and accounts payable functions for the Dean's Office, Student Services, Graduate Studies and commitments made by the Dean to other departments. Posts accounting activity in all Foundation and FRS accounts held by the Dean's Office and the College of Business departments through knowledge and use of good accounting practices, computer software, and KSU and State of Kansas regulations. Annually, closes all FRS accounts throughout the College by auditing and reviewing transactions and apprising the Director of shortages and overages in order to allow the College to complete the fiscal year with funds neither over or under expended.
- 20 Oversees Summer School budget and manages Summer School and Summer Research payroll payments by using HRIS and submits required forms. Responsible for all purchases of equipment, supplies, and services, all payment vouchers, and all travel documents. Responsible for all Human Resource activity for the College such as reviewing and verifying appointment papers for accuracy and serving as a PeopleSoft resource person, entering time and leave, preparing personnel papers and employee evaluations, and verifying payroll by remaining current on HRIS PeopleSoft procedures and Human Resources policies and procedures.
- 10 Responsible for updating and maintaining in good order all inventory records for the Dean's Office through knowledge and use of inventory control software and by preparing inventory forms in a timely manner. Makes certain new items purchased, regardless of source of funding, are entered and labeled. Carefully tracks all inventoried items to prevent loss by implementing policy as required to maintain knowledge of location of all inventory at all times. Analyzes data and compiles it into financial expenditure, forecasting, and historical reports through careful review of information and good organizational skills. Provides primary support for the maintenance of Calvin Hall by monitoring areas and contacting appropriate campus or off campus vendors as needed to keep the building in good repair. Assists Budget Director on building construction/renovation projects by serving as project manager for assigned projects.
- 10 Responsible for data gathering, verification and input for the annual AACSB Business School Questionnaire. This is an exhaustive 30+ page report that is used by our accreditation organization, The Association to Advance Collegiate Schools of Business, to compare business schools, and to set and maintain accreditation standards.
- 05 Manages the College of Business Copy Center by maintaining accounting records, and maintenance agreement, arranging and supervising staff scheduling, ordering and receiving copier supplies and paper, and handling breakdowns which must be minimized to ensure the critical support provided to the College by the Copy Center through the practice of good management skills and quick response to any reported problem.
- 05 Trains CBA departmental personnel and audits same in all fiscal matters based upon knowledge of university funding regulations and good accounting practices. Trains and supervises all student hourly personnel employed within the Budget Office to facilitate accomplishing the required tasks through an understanding of good personnel management practices. Prepares correspondence and updates computer files as requested through the use of the computer or typewriter, and by using good word processing, grammar, and proofreading skills. Ensures that correspondence and reports can be easily retrieved upon request through understanding of the overall duty assignments of the Dean's Office. Assists Dean's Administrative Assistant with daily tasks and completes special assignments and requests for the Dean. Completes in a timely manner other various assignments as required to ensure the smooth flow of clerical duties in the Dean's Office by assigning priority and following through on special projects assigned.

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

Name Sondra Visser Title Budget Director Position Number W-11202

List other individuals who may provide input for evaluation purposes.

Name Yar M. Ebadi Title Dean Position Number W-11200

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.

Significant latitude is given this employee to produce in a timely manner any information requests. Instructions present the objective of the request and the project deadline. The employee must have the financial understanding and expertise to extrapolate data and compile in good form.

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 | Student Hourly Employees | Position Number |
|-------|--------------------------|-----------------|
|-------|--------------------------|-----------------|

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.

The College of Business Administration Dean and the Department Heads rely on the College's Budget Unit for timely, accurate information on which to base sound fiscal decisions. Errors, if undetected, would result in inefficiency of resources of time, money, and property.

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

| | | |
|--|---|-----------------------|
| 1) Receiving assignments, reviewing reports, exchanging information | Dean, Assoc. Dean, Budget Director | daily/weekly |
| 2) Exchanging information and providing guidance relative to assigned duties | Departmental Classified Staff | daily/weekly |
| 3) Maintaining smooth flow of documents relative to bill payment | Controller's Office/Accounting | weekly |
| 4) Obtaining information necessary for report preparation | Controller's Office/Payroll | biweekly |
| 5) Resolving discrepancies related to accounts receivable/payable | Campus and Non-Campus Vendors | daily |
| 6) Exchanging information and providing guidance relative to renovation projects | Campus and Non-Campus Vendors | daily during projects |
| 7) Receiving callers and visitors | Deans, Dept Heads, Faculty, Staff, Students, Parents, Business Advisory Council Members | daily |

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

Stress due to the critical nature and time constraints of this position's responsibilities
Eye strain and fatigue associated with lengthy computer assignments.

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

Tasks requiring long periods of ^{sedentary work} sitting are varied with building facilities tasks requiring the incumbent to move around the building.

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

| | | | |
|--------------------|--------|----------------------|--------------|
| Computer & Printer | Daily | Calculator | Daily |
| Fax Machine | Daily | Multi-line Telephone | Daily |
| Photocopy Machine | Daily | Typewriter | Occasionally |
| Paper Shredder | Weekly | | |

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)

1343
~~Substantive general administrative level, professional accounting~~
Independent administrative work experience, job knowledge in professional accounting principles and knowledge of principles and practices of administration.

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.

N/A

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 movements to operate computer and ability to transport items weighing 50 lbs. (copy (amb)) *1343*

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Four years of experience in an office setting with special emphasis on accounting and budget preparation. Computing skills and computer software expertise are essential to succeed in this position.

b) List preferred special knowledge, skills and abilities.

Knowledge of Word, Excel, Access, and Power Point software.
Experience with FRS and PeopleSoft.
Competency in grammar, punctuation and spelling.
Good oral and written communication skills are needed.
Ability to set up and manage complex reports.
Ability to manage building renovation/maintenance projects

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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

N/A