DA 281-2 (Special) State of Kansas-Department of Administration
1/99 **KSU DIVISION OF HUMAN RESOURCES**

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 [X] 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 W0011407

10. Department ID 3670020210

2. Employee Name (leave blank if position vacant) Stephanie Fox

11. Present Class Title (if existing position) Accounting Specialist

3. Division Dept of Kinesiology

12. Proposed Class Title

4. Section College of Arts & Sciences

5. Unit

6. Location (address where employee works)
City Manhattan **County** Riley

7. Type of Appointment (Circle)

Full Time X **Part Time** **100%**

School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)
FROM: (AM)/PM 8:00 TO: AM/PM to 5:00Pm

HUMAN RESOURCES

13. **Allocation** Accounting Specialist

Supervisory Status: yes/(no) **FLSA CODE:** (nonexempt)/exempt

14. **Effective Date:** 7/28/09

15. By: pm Approved: [signature]

16. Audit(s)
Date: By:
Date: By:

17. Position Review(s)
Date: Date:
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.)

This position provides secretarial, clerical and accounting support to the Department of Kinesiology and the Community Health Institute. The position is essential to the mission of the University, Department, and Institute, which is teaching, research and outreach. The position supervises student workers supporting the Department's mission.

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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.

The Department of Kinesiology also shares faculty and grants with the Community Health Institute, which has a significant extramurally funded grant portfolio. The position has extensive interaction with public, other university personnel, and students and serves as communication hub for the department.

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

Name	Title	Position Number
David Dzewaltowski	Professor & Department Head	W0009317

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number

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. **30%** E **ACCOUNTING** Oversee purchases of goods and services, receipt of merchandise and completion of appropriate documents associated with these transactions. Assist and advice faculty on purchasing decisions. Handle completion of all payment documents. Develop and implement procedures for overseeing budgetary expenditures on all department accounts including state allocations, grants and contracts, foundation and a unique restricted fee account including the LIFE program which self generates monthly revenue . Prepare monthly accounting summaries on all accounts for the department head and principle investigators to assist in budget planning. Keep department head and faculty abreast of current policies and procedures regarding expenditures of funds. Supervise LIFE cash box and oversee LIFE cashnet deposits. Prepare monthly sales tax reports. Reconciles payroll payments by accounts and FRS reports with department records. Procedures must be followed in a timely manner and is critical during fiscal year end. Attend training as required to stay abreast of State of Kansas purchasing procedures and the University's financial records system. Maintain inventory records as required by State guidelines. Assign university property numbers as required and completes monthly and annual inventory reports for submission to university controllers office.

2. **25%** E **PERSONNEL** Serves as office manager/personnel specialist for the office and department contact person. Prepares and processes all required paperwork to appoint, change, update personnel information, and pay rate changes for all unclassified (15 faculty/5assistants), classified (one), graduate (8.5 GTA, 1 GRA), and student hourly employees (30) in the department. Oversee maintenance of all Human Resource Information Service (PeopleSoft) payroll and leave records. Accuracy and timelines are expected so that each employee receives a paycheck for the appropriate amount without delay. Assist with recruitment for unclassified position including placing ads, making travel arrangements, contacting applicants to assist them with them with becoming familiar with the benefits of relocating to the Manhattan area. Complete follow-up paperwork with affirmative action and recommended applicant of choice for appointment. Initiate all required personnel forms, establish work date and provide initial orientation information to the selected applicant. Prepare and mail letters to all applicants not selected to inform them the position has been filled. Screens, interviews, hires, trains, supervises, and evaluates student hourly employees. Maintains departmental correspondence file. Responsible for informing employees of University policies regarding payroll procedures, sick and annual leave, health insurance, retirement and other fringe benefits. Keep department head informed of deadlines for notification of faculty for reappointment, tenure, promotion and other faculty policies and procedures.

3. **25%** E **ADMINISTRATION** Serves as administrative assistant to the department head and the department by screening and responding to correspondence, visitors and callers to the office. Acts as departmental liaison with other administrative units on campus and general public. Records and distributes monthly faculty meeting minutes. Supervises mail collection and dissemination, answer telephones as needed. Screens and refers calls to appropriate department personnel in a courteous and efficient manner. Authority to sign documents in department head's absence. Plan/coordinate meetings, workshops, faculty retreat, banquets including catering and reserving facilities.

4. **15%** E **UNDERGRADUATE & GRADUATE PROGRAM RELATIONS** Performs department registar duties, accessing and updating iSIS to resolve enrollment problems and provide information upon request of faculty. Administers department undergraduate (in excess of 500) and graduate (approximately 35 students). Oversees department email/listserv. Supervises hourly student updating graduate application data, updating on a weekly basis during peak graduate application period (January 1 – May 1). Corresponds with applicants as necessary to complete files and follow up concerning GTA offer letters and various academic and administrative reports as required. Provides support and directs information flow of academic programs to ensure that the scheduling deadlines are met, technology classroom requests are submitted, and textbook orders are placed on time. Monitors academic calendar and communicates important deadlines and upcoming activities to program coordinators and affected students and faculty. Administers TEVALS. Administers new graduate teaching assistant surveys to all first year GTA's.

5. **5%** E **ALUMNI & COMMUNITY RELATIONS** Assist with department newsletter to recent graduates and alumni, soliciting newsworthy items of interest for faculty, students, Kinesiology Student Association, Kinesiology Student Graduate Student Association, and former students. Update mailing list biannually. Responsible for copy layout, copywriting, proofreading, and editing/correcting articles submitted by faculty. Send monthly thank you letters or correspondence to donors to foundation account. Assist with annual scholarship award banquet including gathering information for potential award winners, sending letters & invitations, assist with set up for the banquet.

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.

The department head and director rely on the knowledge and ability of the person in this position to coordinate and manage departmental operation sand finances, both on a daily and long-term basis. The employee is expected to initiate action on payroll and generate workflow based on receipt of personnel and enrollment information for the Dean's Office, HRS, Enrollment Office and the Registers Office. Infrequent instructions and guidelines will be given to the employee; employee is otherwise expected to function independently. Employee is expected to be knowledgeable of State of Kansas and Kansas State University rules and regulations.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

(X) 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 <u>directly</u> supervised and evaluated by employee in this position.

Title	Position Number
Students	

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.
(X)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.

Failure to meet deadlines could cause faculty or employees not to receive compensation, cause the Department and Institute loss in budget funds, delay the graduation of students, or delay travel plans. Errors in action could affect classes if materials are not ordered in a timely fashion, or if rooms not properly scheduled. Errors in a budget or misrepresentation of guidelines can disqualify proposals for funding, causing termination or serious disruption of research projects, instructional programs, or public service activities. This can result in employees being terminated, laboratories being closed, loss of financial assistance to students and damage to the reputation of the University.

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

The employee has daily personnel and telephone contact with various University offices including the Dean's office, Human Resource Services and other administrative units. The employee is also in daily contact with faculty, staff, students and general public through their participation in the LIFE Program. For the accounting, the person will be in contact almost daily with persons in Pre-Award Srvices, Sponsored Projects, Accounting sections in the Controller's Office. The incumbent will have periodic contact with other departments and administrative offices on campus regarding fund transfers and with outside vendors regarding orders and accounts payable.

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

Position involves a high degree of pressure due to the complex nature of accounting for various agencies, and the many deadlines to be met while balancing accounting and administrative responsibilities and tasks. Eye and back strain from extended time at computer terminal.

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

None

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

Computer, printer, calculator, copy machine, fax machine, and telephone 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)

One year of experience in accounting/audit, support work. ~~and administration~~. 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.

Notary Public to administer employee oath to faculty, classified, unclassified, graduate research and teaching assistants, and student hourly employees once employed.

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 electronic equipment

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Completion on six semester hours in accounting from an accredited college or university and one year of accounting or bookkeeping experience. Knowledge of Kansas State university accounting procedures. Three years office administration or clerical experience involving office management.

b) List preferred special knowledge, skills and abilities.

Knowledge of campus People Soft, HRS systems, enrollment/registration procedures, strong written and verbal communication skills. KSU knowledge highly desirable. Working knowledge of computer spread sheet and or data base software programs.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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