KANSAS STATE SCHOOL FOR THE BLIND

**1100 STATE AVENUE**

**KANSAS CITY, KANSAS 66102**

**HR TELEPHONE (913) 305-3004**

**FAX HR Department (913) 621-2310**

**WEB Site:**www.kssdb.net

**\*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\***

**POSITION TITLE: Accountant IV**

# SALARY: Compensation commensurate with education and experience for a full-time, unclassified position.

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**EMPLOYMENT DATE: Open through May 15, 2019.**

**JOB DESCRIPTION:** Employee follows state regulations provided in Policy and Procedures Manual and Accounting Circulars for processing daily work. Uses knowledge and experience to resolve issues and maintain continuity of workflow. Employee works independently to prepare agency reports. Meets with team members regarding federal grant management and department/capital improvement budgets. Works closely with supervisor to assist in preparation of annual budget document according to Budget Team expectations and system capabilities.

Manage daily business operations of Kansas School for the Blind and provide guidance and support to agency staff in following state procedures regarding expenditures. Communicate with supervisor and state personnel to maintain compliance with policies and procedures for purchasing, accounts payable and accounts receivable functions, attend regular training regarding updates. Approve requisitions and payment vouchers in state SMART system, and supervise employee responsible for accounts payable/purchasing functions. Apprise supervisor of concerns related to business functions for follow-up with agency staff or Division of Budget personnel if necessary. Provide back-up for supervisor duties in supervisor's absence.

Administer grant funds and track expenditures following all state and federal regulations. Prepare reports of grant expenditures and submit documentation with invoice for review. Process interfund for receipt of grant monies. Work with agency grant recipients to monitor expenditures, process according to grant timeline, and ensure adherence to budget constraints and state and federal grant policies and procedures.

Provide accounts receivable function for agency, including preparation of invoices, receipt of payments, and balancing bank statements. Prepare annual reports for supervisor review and submission to state audit team. Attend state meetings and webinars to keep updated on changes in policy or procedures.

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**JOB DESCRIPTION: Continued**

Assist in preparation of annual budget request for agency with supervisor input and review. Discuss changes in Budget Team meetings and implement according to plan. Follow state budget preparation instructions and seek guidance from supervisor as necessary. Monitor expenditures and prepare monthly reports for agency department supervisors. Provide guidance to supervisors to maintain good budget practices at agency level. Monitor capital improvement expenditures and work with Operations department to maintain financial integrity of project budgets. Anticipate fiscal year-end fund balances to facilitate acquisition of anticipated needs for next fiscal year, and discuss concerns with supervisor and department managers to avoid budget shortfall.

MINIMUM REQUIREMENTS:

Must possess a Minimum of a Bachelor’s Degree or Graduation from an accredited 4-year college or university with a degree majoring in Business Administration, Accounting or a related field.

**Minimum Experience:** 5 to 7 years of experience as a supervisor in accounting, purchasing, or business related field preferred.

**WORKING ENVIRONMENT:**

Office Environment.

SPECIAL REQUIREMENTS:

Detail oriented with good communication skills. Knowledge of good business practice related to budgeting/accounting/purchasing or related field. Ability to supervise administrative employees.

*Upon offer of employment background checks will be conducted via the KS Bureau of Investigation, KS Dept. of Children and Family Services, Backgrounds Plus and the Dru Sjodin National Sex Offender Registry website. Also a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee).*

**CONTACT:** Tom Burdolski, Human Resources;

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## An Equal Employment/Educational Opportunities Agency

**Veterans Preference Eligible**

## “KSSB Embraces Diversity”

 **Posted: 04-09-19**