



# Kansas State School for the Blind

1100 State Ave.  
Kansas City, KS 66102  
913-305-3015  
www.kssb.net

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

**POSITION TITLE: ACCOUNTANT I**

**SALARY: Starting at \$19.00 per hour**, (Pay depending on Qualifications, Certifications Education and Experience.) Excellent Benefits.

**SCHEDULE: Mon-Fri. - 8:00 am- 4:30pm**

**EMPLOYMENT DATE: Open Until Filled**

**JOB DESCRIPTION:** (Brief Synopsis-full description provided upon request.) The Accountant I position is responsible for Procurement functions by implementing procedures for processing requisitions and purchase orders. Train staff on entering requisitions into the SMART system. Approves Agency requisitions in SMART and processes them to purchase orders. Oversees the delivery of supplies and materials to applicable departments. Enters receiving information in financial software system for applicable purchase orders. Monitors purchase orders to ensure merchandise is delivered timely and in good working condition. Familiar with State contracts and ensures use of existing State contracts when appropriate. Preparing and processing accounts payable vouchers, employees travel and reimbursements via on-line financial system. Posting and audit of invoices. Duties include custodian for imprest fund, by preparing and distributing checks, deposits monies, prepare monthly reconciliations, year-end recording of expenditures and process the replenishment vouchers in on-line financial system. Position is responsible for the benefit fund which includes writing and distributing checks, maintaining the bank account and all supporting documentation, and depositing funds. Processes payments to other Kansas agencies and departments through interfunds via on-line financial system. Maintains accounts payable and receivables files including all supporting documentation. Reconcile Monthly VISA statements with cardholder logs and receipts and processes payments. Post and audit invoices, prepares and processes encumbrances for year end closing for fiscal year. Maintains Agency Asset Management of all fixed assets in Smart System and oversees the physical inventory process and disposal of property consistent with State guidelines. The employee may be called upon, at the discretion of the supervisor, to perform other duties and/or work in other areas as needed. Assists in Accounts Receivable duties and responsibilities.

**MINIMUM REQUIREMENTS:** High School Diploma or G.E.D required. Prefer education from an accredited vocational, technical or business school or twelve semester hours from an institution of higher education in accounting and/or general business office practices. 3-years of experience with cash management and/or Accounts Payable required. 1-year experience in Purchasing preferred.

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

**CONTACT:** Tom Burdolski, Human Resources Office; Kansas State School for the Blind;

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