



K-STATE

Research and Extension

Financial Clerk / Administrative

Assistant Description for County

Extension Office

K-State Research and Extension, Leavenworth County

Purpose:

The extension Financial Clerk / Administrative Assistant completes financials and provides general administrative support to the local K-State Research and Extension educational program. This position will report to the county extension agents. The county extension council provides the salary and benefits.

Essential Functions:

1. Prepare Extension Council financial records (60% of weekly hours)
 - a. Process expenses, receipts, deposits, checks using QuickBooks.
 - b. Process payroll and related expenses for non-exempt employees using QuickBooks.
 - c. Prepare monthly reports in Excel for Local Extension Board and KSU Audit Team.
 - d. Keep records for state and federal reports, workers' compensation, and prepare W-2's.
 - e. Receive and record cash and checks.
 - f. Carry out other related duties as assigned.

2. Provides general administrative support to the local K-State Research and Extension educational program. (40% of weekly hours)
 - a. Present the first impression of the local extension program and K-State Research and Extension while greeting the public and answering the telephone.
 - b. Respond to routine requests from the public. Refer other requests to the appropriate individual.
 - c. Be familiar with schedules of agents in order to respond to phone calls and office visits.
 - d. Classify, sort and file correspondence, records and other information for future retrieval.
 - e. Receive and record registrations for events.
 - f. Prepare regular and routine documents, logs, reports and schedules using Excel, Word and other Microsoft Office applications.
 - g. Operate equipment such as a computer, copy machines, etc.
 - h. Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills:

Ability to represent the local office of K-State Research and Extension in a professional manner.

Knowledge of English, spelling, grammar and basic math.

Knowledge of the operation of office equipment and personal computers.

Knowledge of standard formats for letters, memos and reports.

Ability to keep sensitive information in a confidential manner.

Ability to learn and apply rules, policies and procedures.

Ability to use basic word processing, spreadsheet and database applications.

Ability to record, file and retrieve information.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships.

Ability to understand and follow step-by-step verbal and written instructions.

The work is primarily sedentary and will be performed at a desk or in the 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.

Training and Experience:

Required Education: High school diploma.

Desired Education: Additional Training and/or graduation from an accredited college or technical school.

Required Skills: Proficient with QuickBooks or other accounting software. One or more years' experience in an office environment with accounting responsibilities. Computer proficiency and experience with Microsoft Office and Excel. Training or experience in operation of other office equipment such as copier, calculator, and other office machines.

Desirable Skills: Experience with creating marketing tools. Knowledge of Extension programs – Agriculture and Natural Resources, Family and Consumer Sciences and 4-H Youth Development.

Benefits:

Work 24 to 28 hours per week

Paid holidays, Health Insurance, KPERS, Paid Leave

HOW TO APPLY:

If you meet the above requirements and are interested in this position, submit a completed application and resume to:

K-State Research and Extension – Leavenworth County

613 Holiday Plaza

Lansing, KS 66043

Applications can be located through the link provided, online at www.leavenworth.ksu.edu or request the link to the application from the Extension Office. Applications will be accepted until the position is filled.

For question about the position, please call 913-364-5700 or email LV@listserv.ksu.edu

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

K-State Research and Extension provides educational programs and material to all people of the county without regard to race, color, religion, national origin, sex, age or disability.