Office Professional and Financial Bookkeeper  
K-State Research and Extension  
Marais des Cygnes Extension District #16

Description:
The Office Professional and Financial Bookkeeper will record financial transactions of the district and prepare reports as needed as well as provide general administrative support to the Marais des Cygnes educational programs. This position will present the first impression of the Marais des Cygnes District Extension.

This position is full-time with normal office hours, Monday through Friday, 8am-4:30 pm, but may vary occasionally depending on meetings and events on evenings and weekends. The office professional/financial bookkeeper reports to the district director and other extension agents. The Marais des Cygnes Extension District Board provide salary and benefits.

Location:
The Office Professional and Financial Bookkeeper will be housed in the Marais des Cygnes Extension District Office in Paola, KS.

Responsibilities:

Office Professional Responsibilities:
- Arrive at work at appropriate time and see that office is open during the regular hours of 8:00am to 4:30 pm.
- Assist in greeting the public, answering telephone calls on a multi-line telephone system and route calls to appropriate agent.
  - If the appropriate person is not available, be knowledgeable to find publications and answer questions according to K-State Research and Extension information, take a message or have the customer leave a voice-mail message.
  - Respond to general emails as needed.
  - Assist clientele as needed, i.e. soil tests, radon kits, testing pressure gauges, etc.
- Be familiar with the schedules of agents and other staff members to respond to phone calls and office visits.
- Open and sort mail. Review and note due dates for responses. Make copies as appropriate to keep everyone informed of important information.
- Prepare and proofread documents such as newsletters, fliers, brochures, letters, registration forms, meeting agendas and other documents as requested.
- Receive and record registrations for events.
- Prepare documents for distribution to clients via regular and standard mail or email.
- Maintain a working knowledge of postal regulations and prepare mailings.
  - Mail Samples to appropriate lab at KSU – fill out intake forms, process results-e-mail or mail results to customer. (Insects, plant ID, tree problem analysis, soil samples etc.)
- Download, scan and work with digital images and graphics as needed for use in documents.
- Keep current mailing list databases.
- Coordinate ordering of supplies and equipment as needed. Schedule maintenance and coordinate repairs to equipment.
- Maintain filing system (both paper and computer).
- Keep publications shelves and current events information stocked and rotated.
- Marketing of Extension Programming including Social Media.
- Assist Agents with Miami County Fair and Kansas State Fair Preparation.
- Coordinate use of meeting rooms and assist with room set-up and equipment as needed. Prepare for meetings and other special events (receptions etc).
- Coordinate the checkout and maintenance of District vehicles and travel logs @ Paola office.
- Keep track of annual and sick leave for agents and district staff. Report agents leave to appropriate office.
Financial Bookkeeping Responsibilities:

- Assist the District Extension Director with administrative functions related to the Marais des Cygnes Extension District #16 and District Board and the day-to-day operation of the extension office. This will include:
  - Preparing monthly payroll including year-end tax statements.
  - Filing of state and federal reports
  - Maintain accounts payable and accounts receivable and record all receipts in various accounts and documents as needed.
  - Manage non-appropriated funds (cost recovery, gifts, grants and sales accounts)
  - Prepare accurate monthly, quarterly and yearly reports for the governing body and KSRE.
  - Maintain office inventory
  - Prepare for annual audit.
  - Pay bills online.
  - Receive credit card payments using our payment system.
  
- Work closely with office professional at Mound City office to assure the proper financial functioning of District accounts and responsibilities.

Carry out other related duties as assigned.

This position will provide educational programs and materials to all people of the Marais des Cygnes District without regard to race, religion, national origin, sex, age or disability.

QUALIFICATIONS:

Required:

- Ability to represent the Marais des Cygnes District in a professional manner.
- High school diploma or GED certificate.
- One year of clerical or similar work experience. Experience in bookkeeping is required.
- Communicate effectively, both orally and in writing, using the English language. Proficient in spelling, grammar, and mathematical computations.
- Proficient in various computer software applications. (MS Office suite, Adobe Acrobat Pro, Web-based applications)
- Ability to learn K-State Research & Extension Financial Software and other software as needed.
- Be able to work independently, prioritizing assignments and problem solve. Must be able to multi-task and think on their feet.

COMPENSATION:

The position also includes the following benefits: Annual Leave (Vacation), Sick Leave, and an optional Simple 401K. No health insurance is currently offered.

This document is a general description of typical job duties, responsibilities, and qualifications. Additional duties, specific qualifications and work emphasis may vary between individual positions.

The Marais des Cygnes Extension District #16 is an equal opportunity provider and employer. A criminal background check is required.

Updated: September 16, 2021
Board Approval: