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## Topeka Chapter

# *The News Flash!*

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<http://www.agaks.org/news/>

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**2015-2016**

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## Fiscal Services Director

Office of the Attorney General

Location: Shawnee County

**DEADLINE: January 11, 2016**

For more information:

<http://admin.ks.gov/services/state-employment-center/job/job-postings?id=182437>

**Division:** Administration, Fiscal Services Section  
**Job Vacancy:** Director of Fiscal Services  
**Position Type:** Unclassified (At-Will), Full-Time, Exempt, Benefits-Eligible  
**Position Location:** Topeka, Kansas  
**Compensation:** \$60,000 - \$72,000 (Depending Upon Experience)

#### Job Description:

The Office of the Kansas Attorney General is seeking highly-qualified applicants to serve as **Director of Fiscal Services**. This position requires excellent accounting, managerial and organizational skills. This position supervises up to three (3) positions in Fiscal Services and reports directly to the Chief of Staff.

### PRIMARY DUTIES

- Manages the centralized fiscal operations (Accounts Payables and Accounts Receivables) of the Office of the Kansas Attorney General, which entails knowledge of each program or subprogram and all agency funds. Performs final review of payment/deposit vouchers that have been audited and coded for funding. Releases payments and deposits on a daily basis. Ensures that all payments and receipts are in compliance with State statutes, regulations and policies and are supported with appropriate documentation as required for participation in delegated audit. Maintains the Imprest fund account. Monitors fund balances weekly and daily as necessary at fiscal year end. Processes tort transfer requests as needed. Performs preliminary review of out of state travel requests.
- Prepares and submits the agency budget document in IBARS. Calculates budget estimates and compiles all narratives for the agency. Monitors agency expenditures to budget. Assists the Chief of Staff in attending legislative committees and preparing responses to requests by Legislative Research. Examines changes in funding or expenditures as compared to submitted budget or budget history. Reviews accounting data on a monthly basis for balancing against each fund. Reviews summarized expenditure data on a monthly basis for budget purposes. Performs cost/benefit analysis on existing services/programs and potential services/programs.
- Reviews agency use of statewide contracts. Reviews all contract documentation required for purchase orders. Pre-

prepares and/or approves Prior Authorization documents with required justification data as needed. Approves requisitions/purchase orders in SMART after being input by the accounting staff. Under guidelines set by the Chief of Staff, approves purchases for the agency or directs inquiries to the Chief of Staff. Is responsible for managing and approving agency Travel Authorization and Procurement Card accounts for compliance and audit by agency.

- Prepares and submits grant proposals, quarterly financial reports, semi-annual progress reports and grant close outs. Monitors the expenditures of multiple agency grant awards and oversees the filing of monthly and/or quarterly financial reports. Works with agency staff in preparing grant proposals, budget amendments and time extensions. Calculates the federal funding draw amounts for the Medicaid Fraud and Abuse Division.
- Provides fiscal information upon request to the Department of Administration when requested as part of the Comprehensive Annual Financial Report, for annual desk audits, or for other periodic audits.
- Compiles information monthly from the SMART system and prepares a variety of reports for presentation to the Chief of Staff. These reports and budget meetings provide regular monitoring of expenditures as compared to the approved budget.

**ADDITIONAL DUTIES:** Additional duties and responsibilities may be added to the position description at any time. The position description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

#### **MINIMUM REQUIREMENTS**

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or related field is required.
- A minimum of four (4) years of experience with budgeting and financial controls is required.
- Experience with the State of Kansas' Statewide Management, Accounting and Reporting Tool (SMART) and governmental budget/accounting practices required.

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#### **PREFERRED REQUIREMENTS**

- Experience in federal grant fiscal oversight preferred.
- Experience in planning, organizing and directing the work of a program or unit preferred.
- CPA designation preferred.

**HOW TO APPLY:** The application process has 3 REQUIRED STEPS.

**STEP 1:** Register by completing the online Personal Data Form.

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the State of Kansas Application Form and submit to Attorney General

**STEP 3:** E-mail the following additional required documents to KSAGEmployment@KBI.STATE.KS.US:

- Resume
- Letter of Interest
- Kansas Tax Clearance Certificate

Include the job requisition number and your last name in the subject line. **Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date on the vacancy announcement.**

# **Technician, Budget Analyst II**

## **Wichita Public Schools**

Location: Alvin E. Morris Administrative Center (AMAC)

**Salary Range / Calendar:** Range O / 260 Day calendar

For More Information:

<http://www.applitrack.com/wichita/onlineapp/default.aspx?Category=Administrative%2fBusiness+Support&AppliTrackJobId=9601&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

### **Position Function:**

Performs various duties in support of the District's annual budget, Comprehensive Annual Financial Report, Kansas State budget forms, and annual financial audit. Works with various departments within the District. Assists in training building personnel and responds to questions during the year.

### **Essential Performance Responsibilities**

- Assists in the preparation of the Kansas State budget forms and the District's internal annual budget book, assuring for accuracy and timeliness.
- Assists in preparation of the Comprehensive Annual Financial Report, assuring for accuracy and timeliness.
- Prepares work papers and adjusting journal entries for the annual financial audit.
- Becomes highly knowledgeable about assigned funds, programs, and schools.
- Provides on-going training as needed to staff throughout the District, both individually and in groups, on use of the financial system, use of the Budget Tracker spreadsheet, assigning funding strings, etc.
- Schedules budget review meetings with fund and program managers.
- Posts monthly depreciation and performs month-end procedures related to fixed assets. Assists as needed in uploading new assets to the financial system.
- Prepares journal entries and budget transfers and posts to the financial system.
- Completes reports required for internal and external compliance, including but not limited to, information for the Kansas State Department of Education.
- Assist with salary account maintenance in the human resources software.
- Responds in a knowledgeable, courteous, and professional manner to inquiries and requests for assistance from program managers, employees, and the community regarding the budget and other activities of the Budget Department.
- Responds to requests of Director of Budgeting and Chief Financial Officer in an accurate, complete and timely manner.
- Assists co-workers as needed to ensure equitable distribution of the workload amongst the Budget Department team members.
- Cross-trains on other positions in the Budget Department.
- Attends training and other outside seminars as approved.

Ensures important functions are covered by other staff members during absences.

**Additional Duties:** Additional duties as assigned by Director of Budgeting and CFO

**Equipment:** This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine.

**Travel:** In-district travel required, limited out-of-district required

**Physical and Mental Demands**

- Overtime may be required
- Attendance at meetings will be required
- Computer work 90%

Sitting for long periods of time

**Knowledge, Skills, and Abilities**

- Advanced computer proficiency and the ability to effectively use Microsoft Word, Excel, Outlook, Access and PowerPoint, which will be determined and validated by testing
- Strong analytical and problem solving skills
- Gives the highest priority to achieving accuracy
- Ability to use 10-key
- Ability to communicate exceptionally with customers, outside vendors or company personnel. Exceptional communication skills will assist in motivating, influencing, and advising others on matters of significance.
- Maintains confidentiality with all sensitive information
- Organizes work well and is able to successfully prioritize when faced with multiple requests, demands, and deadlines
- Capable of performing a variety of tasks, as well as changing assignments on short notice
- Demonstrates a high level of initiative, accepts all responsibilities fully, and meets deadlines
- Ability to work and make decisions independently, guided by departmental policies, criteria, and goals. Will be required to use your discretion to interpret policies, laws, and theories
- Ability to write letters, memos and reports that command attention and achieve results
- Ability to provide the highest level customer service
- Excels in providing training to individuals and groups
- Displays exceptional learning capacity

Ability to plan and organize effectively to achieve greater results

**Interrelations:** Contact with company personnel, customers, and outside vendors. Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy. Must exhibit a professional manner and maintain a positive attitude with all customers and colleagues.

**Qualification Profile**

- Preference given to Bachelor's Degree in Accounting, Finance, Business Administration or a related field with minimum five years accounting experience
- Three years' experience in governmental accounting or governmental auditing preferred

**FLSA Status:** Non-exempt

**To Apply:**

Visit the Wichita Public Schools website at [usd259.org](http://usd259.org) and click the “Careers” tab. Search for Job #9601 under the “Administrative/Business Support” Category.

Or for a direct link: [http://www.applitrack.com/wichita/onlineapp/default.aspx?](http://www.applitrack.com/wichita/onlineapp/default.aspx?Category=Administrative%2fBusiness+Support&AppliTrackJobId=9601&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1)

[Category=Administrative%](http://www.applitrack.com/wichita/onlineapp/default.aspx?Category=Administrative%2fBusiness+Support&AppliTrackJobId=9601&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1)

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## **2016 Upcoming Training Events**

Note that many events are available either in-person or via your computer system.

For more information visit [www.agacgfm.org](http://www.agacgfm.org). For information on the virtual attendance see the following page!

### **Financial Systems Summit**

Jan. 19 | Washington or virtual | 6 CPEs

### **National Leadership Training**

Feb. 23–24 | Washington or virtual | 14 CPEs

### **CFO/CIO Summit**

May 13 | Washington | 4 CPEs

### **2016 Professional Development Training**

July 17–20 | Anaheim, CA or virtual | 24 CPEs

### **Internal Control & Fraud Prevention Training**

Sept. 20–21 | Washington or virtual | 14 CPEs

## Virtual Events

AGA offers virtual attendance for many of its national events. Virtual attendance allows those with limited travel budgets to participate and earn CPE.

### Why Choose the Virtual Attendee Option?

- **No travel required** — Watch key educational sessions in the comfort and convenience of your home or office.
- **Participate despite busy schedule or budget restraints** — virtual attendance offers a full-scale online educational experience.
- **Earn CPEs** — General sessions and selected popular breakout sessions are available via live-stream.
- **On-demand recordings** — Virtual attendees have access to on-demand session recordings for up to one year after the event at no additional cost. No need to alter your schedule to view a particular session... access the recording at your leisure!
- **Truly participate** — Virtual attendees can post questions during each session and participate in discussions in real-time via chat rooms.