

# AGA

## Topeka Chapter

# *The News Flash!*

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### 2015-2016

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### **AUDITOR NEEDED — KPERS (Topeka)**

KPERS is accepting applications for an Auditor position located in the Fiscal Services Division. The deadline for application is Monday, November 9, 2015. This is a full time, unclassified position with benefits and a salary range of \$42,323 to \$59,252, commensurate with experience and qualifications.

#### **Duties of the Position**

This is an entry-level professional accounting position. The Auditor is responsible for auditing the personnel and payroll records of KPERS affiliated employers to ensure covered employee criteria are properly applied according to laws, regulations and policies and that contributions are being accurately computed, reported, and remitted on a timely basis. Audit reports and supporting work papers must be completed to document each audit. When assigned, the incumbent will as-

sist local employers and answer questions regarding their reporting requirements. This position requires travel throughout the state up to 50% of the time, but the travel time will vary significantly based on current needs. For a detailed position description please contact Human Resources at (785) 296-1476 or email [kpersrecruitment@kpers.org](mailto:kpersrecruitment@kpers.org).

#### **Education Required**

A Bachelor's Degree with an emphasis in accounting from a four-year college. Experience may be substituted for education as determined relevant by the agency.

#### **Experience Required**

Two years of experience in examining internal work processes, financial and operational records and controls to assess effectiveness, accuracy of records and compliance with stat-

utes, regulations and professional/legal standards. Education in accounting/auditing, business administration, or economics may be substituted for experience as determined relevant by the agency.

More information including application instructions can be found at <http://www.kpers.org/about/home.html>.

### **ACCOUNTING SPECIALIST— Kansas Health Solutions (Topeka)**

Kansas Health Solutions is a Kansas based company offering services to support employers and clinical providers across the country. Since our beginning in 1992, KHS and its subsidiaries have been premier providers of integrated services including behavioral healthcare management, crisis helpline support, employee assistance programs, administration of drug testing programs (DOT approved), pre-employment drug screening, employment background checks, and technology managed services. Our primary goal is to ensure that our services work for you, allowing you to focus on running your business.

#### **Primary Accountabilities:**

The Accounting Specialist is responsible for the accuracy, efficiency and timely preparation of the accounts payable and accounts receivable entries. In addition, this position is responsible for maintaining accurate reports, reconciliations and providing analytical support to the Manager of Operations/Finance.

#### **Major Duties:**

- Reconciles claim payments and prepares claim related reports on a regular basis.
- Processes weekly provider claim payments thru an Electronic Funds Transfer (“EFT”) or through manual checks.
- Prepares and distributes provider remittance advice.
- Prepares weekly vendor checks which match with approved invoices.
- Prepares 1099’s for KHS and TMHCS.
- Conducts statement analyses based on various issues outlined by Management.
- Assists the Manager of Operations/Finance with audit related issues and pro-

jects.

- Credits receivables account based on automatic deposits.
- Administers EFT's and ensures proper entry to customer accounts.
- Analyzes Receivables Aging reports and prepares monthly statements to customers.
- Prepares monthly accounts receivable and accounts payable reconciliations.
- Prepares and verifies accounts payable invoices for both KHS and TMHCS and submit both for payment.
- Promotes a positive image of KHS by initiating, developing and sustaining effective business relationships in the communities served by KHS.
- Adapts to changing work priorities and a fast-paced environment while maintaining a professional and positive attitude.
- Maintains confidentiality at all times and complies with HIPAA standards for confidentiality.
- Maintains effective, cooperative working relationships with people both internally and externally as it relates to the operations and business of KHS.
- Participates in training classes as outlined by the division and KHS.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Suggests, supports and participates in the quality initiatives undertaken by KHS which includes refining the systems and processes to improve the overall performance.
- Perform all other duties as assigned.

### **Qualifications:**

- High School diploma or GED is required. Bachelor's degree in business or accounting is preferred.
- Three (3) to five (5) years' experience in accounting is required.
- Experience researching questions with multiple resources and responding professionally.
- Ability to effectively communicate, present information and respond to questions, both verbal and written.
- Intermediate computer and word processing skills, including Microsoft Word, Excel, Outlook, PowerPoint, Publisher, etc.
- Ability to analyze data or information by identifying the underlying principles, reasons or facts of information and use logic to address work-related issues and problems.

- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Ability to work independently and in team settings.
- Ability to exercise good judgment with a strong attention to detail.
- Ability to exhibit strong interpersonal communication skills and establish and maintain effective working relationship across all levels of TMHCS.
- Ability to multi-task and work in a fast-paced environment with an emphasis on accuracy and timeliness.
- Demonstrates poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations to meet HIPAA standards for confidentiality.
- Must successfully complete background checks.

#### **Physical Demands:**

- Frequently required to speak, write and memorize.
- Constantly required to talk, read, problem solve, see, hear and sit.
- Push, pull, lift or carry 20 pounds.
- Occasionally required to bend, twist, squat, kneel, stand, walk or balance.

#### **Work Environment:**

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff and clients.

### **FINANCE ACCOUNTANT—Kansas Foundation for Medical Care (Topeka)**

#### **Primary Accountabilities:**

This position is responsible for supporting KFMC's financial objectives by providing financial analyses and performing accounting functions in an accurate, detailed, timely and confidential manner. The Accountant works directly with the VP of Operations and the Finance Manager to ensure the future financial success of KFMC.

#### **Team Function:**

The mission of the Finance Team is to provide timely and accurate financial information to both internal and external customers. These processes will assist the

organization in meeting its goals by monitoring its financial assets, maintaining good relationships with external customers, vendors and taxing authorities.

The primary purpose of the Finance Team is to meet the financial information needs of internal and external customers of KFMC. These expectations will be made clear through continuous communication with vendors, taxing authorities, employees, and KFMC management.

**Major Duties:**

- Invoice KFMC contracts.
- Assist in preparing financial statements and perform month end analysis of financial data and closings.
- Prepare journal entries by compiling and analyzing account information.
- Review all work for accuracy and completeness, following up on all details as assigned.
- Maintain fixed asset records and depreciation in accounting software.
- Resolve accounting discrepancies and irregularities.
- Prepare schedules and documents to coordinate year-end external audits with independent and federal auditors.
- Process payroll and related regulatory deposits and reports.
- Maintain files and documentation thoroughly and accurately, in accordance with KFMC's policies and generally accepted accounting principles.
- Assist supervisor with researching accounting related requests.
- Identifies and implements process improvements to increase efficiency and accuracy.
- Maintain financial security by following proper internal controls.
- Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
- Provide initial technical support for on-site Finance and Human Resources staff for time and expense collection software.
- Maintain Time & Expense System including: Timesheet schedules, Personal Leave balances, Director Permission/Rights and Reporting.
- Keep supervisor informed of all activities within area of responsibility.
- Updates job knowledge by keeping current with financial regulations and accepted practices, participating in educational opportunities; maintaining personal networks.
- Respond to questions and requests for information from staff and external

customers.

- Perform additional duties as assigned.

**Qualifications:**

- Bachelor's degree in Accounting is required; Certified Public Accountant designation is desirable.
- 2-4 years previous accounting experience is required.
- Advanced skill with accounting software and programs is required.
- Knowledge of accounting principles and practices for reporting financial data required.
- Intermediate compute and word processing skills, in particular Microsoft Word, Excel, and Outlook.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Ability to work independently and in team settings.
- Ability to exercise good judgment with a strong attention to detail.
- Strong interpersonal communication skills and the ability to establish and maintain effective working relationships across all levels of KFMC.
- Demonstrate poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations.

**Physical Demands:**

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail.
- Ability to unpack and move supplies up to 50 lbs.

**Work Environment:**

- Professional and deadline-oriented environment in an office setting. Interaction with internal and external customers.