

ACCOUNTING SUPERVISOR – Position# K0242150

This **unclassified**, full-time position is located in the Pratt Operations Office. This position will be directly supervised by Barb Albright, Chief Financial Officer.

This is a supervisory position, and the incumbent oversees work schedules, approves leave requests, performs mid-year feedback and annual performance reviews.

This position monitors, audits, and approves all travel expenditures and reimbursements for the Agency; verifies and corrects account codes required by the State and the Agency. Determines transactions are in compliance with State laws and regulations. Verifies appropriate documentation for out-of-state travel has been approved. Reviews specified grant fund coding to ensure the appropriate split of expenditure between state and federal funds. Serves as point-of-contact for employee questions regarding travel issues such as appropriate account codes, appropriate forms required by the State, payment issues, and SMART navigational questions. Audits and approves travel related transactions by verifying coding required by the State and Agency and ensures corresponding receipts/invoices and required travel authorizations with appropriate approvals have been scanned into the Agency document storage system.

This position interacts with KDWP's Licensing vendors when there are issues with Revenue due KDWP. Attends monthly virtual meeting with both vendors, Aspira and Brandt.

This position is the backup for the Accounting Director when on leave. Prepares and processes quarterly Federal Tax reimbursement on all gallons of gasoline purchased for Agency use as well as for State Fuel Tax Refund/Bulk Fuel Reports quarterly or more frequently as time permits. Collects bulk fuel reports and signed paid receipts from vendors and determines off road fuel tax refund.

BENEFITS: Beginning hourly wage, \$33.50/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Preference given to individuals with a Bachelor of Administration or Accounting degree. Education may be substituted for experience. Three years of experience in professional accounting/auditing work as determined relevant by the agency. Supervisory experience is required. Knowledge of office practices and procedures and basic accounting. Ability to interpret, apply, and explain operational policies and procedures; to take general instructions, both oral and written, and apply them to task; to manage time well; to use deductive reasoning; and to establish and maintain effective working relationships. The successful candidate must possess a valid driver's license and pass a background check.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign** into your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.

- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.**

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – February 26, 2025

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.