

# **Financial Manager Position Description**

This position is responsible for managing the business-related functions of the Chisholm Trail Extension District, K-State Extension. This includes, but is not limited to accounting, payroll, human resource functions, and providing general administrative support to the district.

## **Basic Responsibilities:**

- 1) In coordination with the district director, prepare and reconcile budget for Chisholm Trail District. Create, analyze, and share financial reporting each month for board members including receipts, expenditures and summary. Responsible for budget entry and year-end closing.
- 2) Review and monitor departmental expenditures and ensure compliance with state accounting and procurement policies and procedures.
- 3) Assist director with business and human resource policies and procedures. Communicate changes in business, human resources, payroll or other related policies and procedures.
- 4) Manage various functions related to financials including refunds, billing, credits, etc. in coordination with the director.
- 5) Coordinate all documentation and assist auditors as needed, for the district's annual audit.
- 6) Present a favorable impression of the local extension district and K-State Extension while greeting the public. This includes all personal contact as well as by telephone and/or electronic communication.
- 7) Respond to routine requests from the public. Refer requests for information to agents, based on specializations. In order to do this well, be familiar with schedules of agents.
- 8) Assist as needed on special projects within local office, as needed, for continuous operation of the office.
- 9) Provide educational programs and materials to all people of the county / district without regard to race, color, religion, national origin, sex, age or disability.

## **Required Knowledge, Abilities and Skills:**

- Demonstrated experience working with spreadsheets, financial software including QuickBooks
- Ability to communicate in an effective and professional manner regarding all financial aspects of the district.

- Ability to keep sensitive and/or private information in a confidential manner.
- Ability to learn, apply and share rules, policies, and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to represent the District in a professional manner
- Ability to work closely with director, and take lead on projects as requested.
- Ability to work as a small team member, and flexibility to take on a variety of tasks that are associated with the various categories within an extension office, including Agriculture, Natural Resources, Horticulture, Family and Consumer Sciences, 4-H and Youth Development, and Community Development.
- This work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events and office management.

**Minimum Qualifications:** An Associate's of Applied Science (AAS) in Accounting or related field, and at least 3 years of experience. Experience in office management and ability to multi-task is needed.

**Preferred Qualifications:** Certified Public Accountant designation. Experience working in higher education or government. Experience working with grant financials.

**Probationary Period:** All full-time new employees shall be hired for a probationary period not to exceed 6 months. No later than the end of the probationary period, the extension director shall evaluate the new employee and determine if the new employee shall be retained. Thereafter, the employee shall be evaluated at least on a yearly basis by the district director.

**Termination:** The employee, on two-week notice, or the employer, reserves the right to terminate any employment relationship at any time, with or without cause.

**Benefits:** Benefits will include health insurance, retirement plan, vacation, sick, and holiday leave.

**Office Hours:** The Chisholm Trail Extension District with offices in Marion and Abilene has posted office hours of 8:00 a.m. to 5:00 p.m. with a one-hour lunch.