

The Kansas Veterans' Home, a state veterans home located in South-central Kansas, is currently seeking a full time Administrative Specialist. This position functions as the Accounts Receivable clerk. The ideal candidate will be highly organized, accurate, ability to multi task and have a proven track record of delivering exceptional customer service. KVH takes care of America's Heroes and this position will have daily interaction with those individuals. If you're passionate about serving veterans, have exceptional computer and customer service skills, have a great aptitude for numbers and enjoy problem solving you may be a perfect fit with our mission.

As the unclassified Administrative Specialist (Accounts Receivable/Billing Clerk), you will:

- Monitor funds and accurately and timely process all Accounts Payable invoices utilizing state accounting software systems,
- Monitor invoices against contracts and purchase orders auditing for conformity with state and federal laws and regulations,
- Review on-line state accounting software system corrections, complete financial transactions including journal entries,
- Reconcile bank statements, reports and funds as required,
- Maintain records of all consultants and service contracts,
- Receive employee expense reimbursements and ensure all are properly authorized for payment and in compliance with state travel reimbursement policy and procedure,
- Maintain ledger, petty cash box, prepare reports and create/maintain tracking databases maintaining accurate vendor records,
- Complete fiscal year closure processes according to defined procedures to include encumber sufficient funds to cover all outstanding expense obligations,
- Maintain asset management, vehicle inventory and equipment inventory in required systems, and
- Maintain inventory files, warranties and disposal information.

Minimum Requirements:

- Two years of experience in general office, clerical and administrative support work,
- Education may be substituted for experience as determined relevant by the agency,
- Must attend work regularly as scheduled,
- Must be professional with the ability to deliver exceptional customer service,
- Applicants for this position must be honest, dependable, have the ability to work under pressure, and be able to handle large sums of money on a daily basis with accuracy and integrity.

Key Requirements:

You must:

- be a U.S. Citizen or National to apply for this position,
- have and maintain a valid driver's license,
- successfully pass background check as required by K.S.A. 39-970,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

Preferred Requirements:

- experience/knowledge with Point Click Care (PCC),
- six months experience with billing and reimbursements,
- experience with Medicare and Medicaid billing, and
- knowledge and experience with Microsoft Office and financial modules.

Necessary Special Requirements:

- All employees (post-employment offer) of the Kansas Veterans' Home are subject to K.A.R. 1-9-19Drug screening test for certain employees (a)(5).

Required Knowledge and Abilities (Summary):

Ability to: 1) understand and follow verbal and written instructions; read and comprehend written materials, 2) operate personal computers and office equipment, 3) establish and maintain effective working relationships, 4) design and enter information in a variety of formats such as narrative, manuscripts, business correspondence, statistical tables, etc., 5) proofread and edit for grammar, spelling, syntax and style; compute, verify and compare figures; detect discrepancies in information or records, 6) calculate solutions to arithmetic problems involving addition, subtraction, multiplication, division and percentages, 7) record, file and transmit information, 8) communicate effectively both verbally and in writing, and 9) extract analyze and transmit complex technical information from a variety of sources.

Knowledge of: 1) English, spelling, grammar, and arithmetic, 2) rules, regulations, policies and procedures, 3) and specialized formats for letters, memos, and reports.

Process for Selection:

Upon receipt of your complete application packet, an evaluation of your qualifications will be conducted and your status based on the established minimum requirements, necessary special requirements, if applicable, and preferred selection criteria for the specific vacancy will be determined. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment. Based on your ranking in comparison with other applicants, you may/may not be referred for further consideration and/or possible interview. If you are not selected for the vacancy, you will be notified within 30 days of the position being filled.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

1. STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)
2. STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>
3. STEP 3: Submit your online application to the Veterans' Commission.
4. STEP 4: Submit additional required documents to the recruiter designated on this job announcement.

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>.

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter. Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- Online State of Kansas Application form to "Veterans Commission"
- Kansas Tax Clearance Certificate, (resume and cover letter optional)
- (send to kcvajobs@gmail.com).

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Trish Clinton
Phone: 620-221-9479 x 225
FAX: 620-221-9053
Email: kcvajobs@gmail.com

Agency Information:
Kansas Commission on Veterans' Affairs Office
<http://www.kcva.ks.gov>

How You Will Be Evaluated: Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next: After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans Affairs Office is an Equal Opportunity Employer