



Job Vacancy Notice

Recruitment: Extended through Monday, October 15, 2018

Position: Accountant / unclassified

Location: Central Office / Topeka

Requisition: 190936

Pay: Minimum salary \$21.00 per hour; higher salary may be negotiated based upon education and applicable experience

The Kansas Commission on Veterans Affairs Office (KCVAO) is looking for an unclassified Accountant for our Central office located in Topeka. The position will typically work M-F, 7:30 – 4 (schedule may be negotiated). Information regarding the agency is found on our website at: www.kcva.ks.gov. The position serves at will and functions under the direction of the KCVAO Chief Fiscal & Property Officer. Responsibilities for this position are at agency level and include (but are not limited to):

- SMART Modules – Accounts Payable, Accounts Receivable, Asset Management (Capital Outlay and Land inventory), eProcurement, Purchasing, Travel Expenses, Supplier Contracts and Reporting Tools;
- Fiscal Year End Closing Duties;
- Reconciliation – Daily, Monthly and Annual for accurate fund, program and account balances.
- Federal VA Contract for State Approving Agency – identify expenditures eligible for Federal VA reimbursement for the SAA program;
- Facilities – Negotiate, review bids and initiate legal documents for new and renewals of lease agreements,
- Fuel Cards – agency Wright Express Fuel Cards Coordinator;
- Databases – Generate and maintain spreadsheets to track fund balances, expenditures, and for FY closing purposes to include data for federal grant reimbursements;
- VTRAK database – coordinate agency wide vehicle tracking updates, additional and secure tags for vehicles.

The successful candidate will have:

- exceptional communication skills,
- a high level of attention to detail and accuracy,
- ability to demonstrate a common sense, logical approach to intake and disbursement of information and data, and be able to
- demonstrate a high level of responsiveness and professionalism.

Minimum Requirements:

- Four years of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency.

As authorized by the 2018 Kansas Legislature, effective July 1, 2018, K.S.A. 75-4362 is amended to designate all positions with the Kansas Commission on Veterans' Affairs office, to include both the Kansas Soldiers' Home and Kansas Veterans' Home as Safety Sensitive positions and subject to the drug testing program. All applicants with a conditional offer of employment on or after July 1, 2018, shall be required to submit to a drug screening test.

Preferred Requirements (agency reserves the right to screen applicants based upon preferred requirements):

- Strong interpersonal and customer service skills,
- Experience and knowledge of the state SMART financial system,
- Intermediate to advanced computer skills with a high level of expertise using Excel.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at: <http://admin.ks.gov/services/state-employment-center/job/why-register>. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at:

<https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/fboxapp>

STEP 3: Submit your online application to the Veterans Commission, Job Requisition 190936.

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

Kansas Tax Clearance Certificate (current),

Copy of transcripts (student copy acceptable). Note – this is required if you are requesting education be substituted for experience.

Optional Documents:

Cover letter and resume (highly recommended for this professional position)

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant (to include current state employees) 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: Kim Tatum, Director of Human Resources
Phone: 620-221-3702 FAX: 620-221-7161
Email: kcvaio.jobs@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