

Job Vacancy Notice

Recruitment: Open Until Filled

Position: Accountant (V) / unclassified

Location: Central Office / Topeka

Requisition: 191528

Pay: Minimum salary \$25.00 per hour; higher salary may be negotiated based upon education and applicable experience

This position has been re-opened. Previous applicants need not re-apply. The KCVAO reserves the right to close application acceptance at any time.

The Kansas Commission on Veterans Affairs Office (KCVAO) is looking for an unclassified Accountant (equivalent to Accountant V) for our Central office located in Topeka. This is a full-time, benefits eligible position that will typically work M-F, 8 - 5 (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 Security Coordinator and Trainer for all SMART Modules used by the agency, provides technical guidance;
- Purchasing Card (P-Card) Coordinator;
- IBARS Access Coordinator and Chief Accountant for IBARS budget entry;
- Coordinator and Accountant for Medicare and Medicaid Cost Reports;
- Budget planning and forecasting;
- Reconcile monthly financials for various agency programs and provide revenue and expenditure actuals and projections;
- Conduct internal financial audits within the agency, respond to external audit requests;
- Provide training to fiscal staff within agency;
- Make agency fiscal policy and procedure recommendations to CFO, developing internal forms as necessary;
- Gather data, analyze trends, audit for compliance and keep CFO apprised of finances;
- Assist with Fiscal Note responses to Legislature;
- Other duties as directed by CFO.

The successful candidate will have:

- exceptional computer skills to include Excel;
- ability to clearly communicate by email, phone, computer video conferencing, and in person to provide technical training/problem solving and guidance;

- a high level of attention to detail and accuracy while keeping a large-scale focus;
- 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:

- Five 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,
- Experience and knowledge of the state budgeting system IBARS,
- Intermediate to advanced computer skills with a high level of expertise using Excel, and
- Ability to effectively train staff.

This position does not directly supervise however; functions as a trainer and subject matter expert who provides guidance and direction to CO fiscal staff and Business Office staff at both state veterans homes.

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 191528.

STEP 4: 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: 620-705-6220 FAX: 620-221-7161

Email: kcvao.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