

Office Professional Position Description Midway District #15

Position Overview

K-State Research and Extension, Midway District- Ellsworth Office is looking for a friendly, organized, and motivated person with computer and record-keeping/financial skills to serve as a full-time Office Professional.

Successful candidates will welcome clients into our office, direct phone calls and office visits, assist with financial record keeping, and complete other tasks as required.

Other skills and experiences helpful to this position include: knowledge in using QuickBooks software and payroll and accounting experience.

Employer and Supervisor:

The Office Professional reports to the Midway District Director, while the Midway Extension Board provides the salary and benefits.

Office Location

Ellsworth County Courthouse, Ellsworth, Kansas

General Responsibilities:

The Office Professional provides general administrative support to the local K-State Research and Extension educational program.

Specific Responsibilities

- Represent K-State Research and Extension while greeting the public and answering the telephone.
- Assist District Director with financial responsibilities of the District, i.e. record keeping through QuickBooks and assistance in preparing other financial documentation.
- Respond to routine requests from the public. Refer other requests to the appropriate Extension Agent or Program Assistant.

- Be familiar with schedules of Extension Agents in order to appropriately respond to phone calls and office visits.
- Open, sort, and date-stamp mail. Scan and note due dates for responses. Make copies as appropriate to keep everyone informed of important information.
- Organize correspondence, records, and other information for future retrieval.
- Copy and distribute correspondence, news releases, and meeting and event notices via mail, email, or social media.
- Receive and record registrations for events.
- Coordinate ordering of supplies, equipment and publications.
- Keep publications racks stocked and rotated
- Perform routine maintenance of office equipment and make arrangements for repair when necessary.
- Keep mailing lists and databases up-to-date.
- Maintain accounts payable, accounts receivable, and budgets.
- Prepare monthly financial reports for the Extension Board.
- Prepare monthly payroll including filing of state and federal reports.
- Receive and record cash and checks.
- Operate equipment such as computer and copy machines.
- Delegate duties as appropriate to part-time or student employees.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills

- Ability to represent the local office of K-State Research and Extension in a professional manner.
- Knowledge of English, spelling, grammar, and basic math.
- Knowledge of the operation of office equipment and personal computers.
- Knowledge of standard formats for letters, memos, and reports.

- Ability to keep sensitive information in a confidential manner.
- Ability to learn and apply rules, policies, and procedures.
- Ability to use word processing, spreadsheet, and database applications.
- Ability to record, file, and retrieve information.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to understand and follow step-by-step verbal and written instructions.
- The work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

Benefits

Benefits include the Kansas Public Employee Retirement System (KPERs), competitive pay based on experience and skillset, and paid leave including vacation and sick leave.

Application Procedure

Interested and qualified applicants may apply by visiting the Midway Extension District website at <https://www.midway.k-state.edu/>. Hard copy applications may also be picked up at 210 N. Kansas Ave. (Courthouse) Ellsworth Kansas 67439. Applications will be accepted until the position is filled.

Questions and Announcements

Additional questions regarding this position may be directed to Jessica Kootz, Midway Extension District Director at 785.472.4442 or jessicak@ksu.edu.

K-State Research and Extension, Midway District is an equal opportunity provider and employer. A criminal background check is required.