



Position Description

Accounting Administrative Assistant

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Accounting Assistant

POSITION'S OPERATING GROUP: Business Office

GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the Business Office group is to provide and manage the financial and supporting operational services of the university. Major responsibilities include: 1) recording all financial transactions in an accurate and timely manner, 2) producing the university's financial statements and reports in an accurate and timely manner, 3) providing financial budgeting, analysis, and compliance reports and services, 4) managing university assets, liability, and equity accounts.

POSITION'S DEPARTMENT: Business Office

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To provide accurate and timely recording of all financial transactions related to the university and the creation of accurate and timely financial reports (Income Statement, Balance Sheet, Cash Flow Statement, etc.) which provide senior management the information necessary for effective and efficient financial analysis and decision-making.

POSITION'S DIRECT SUPERVISOR: Assistant CFO/Controller

DATE POSITION LAST REVIEWED OR ANALYZED: April 2023, Revised by: Interim CFO and Assistant CFO/Controller

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt (Salaried), At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the person's qualifications and experience.

POSITION INFORMATION

POSITION'S SUMMARY: Advance the mission of Kansas Wesleyan University, primarily through managing accounting records for donations and projects.

POSITION WORKS WITH: The Business Office staff of four to six people and is part of the Financial/Operations group which consists of 20-30 employees. This position works directly with the Advancement Office to ensure proper coding and processing of gift, alumni, and grant funds. In addition, the Business Office works as a team and each member steps in to assist any and all students, faculty, and staff, no matter the subject matter.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: 90% Office environment and 10% campus environment. Position requires standing, sitting, stooping, filing, keyboarding/typing, speaking, seeing, hearing, walking and other similar motions and activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Must handle cash and confidential information in an open office environment.

POSITION'S REQUIRED REGULATORY REQUIREMENTS: Required to follow Payment Card Industry Data Security Standard (PCI-DSS), at <https://www.pcisecuritystandards.org>, and Family Education Rights and Privacy Act (FERPA), at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

POSITION'S EQUIPMENT: University phone system, University computer system, Jenzabar/CX information system, desk top computer.

POSITION'S WORK SCHEDULE: Monday through Friday 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs.

POSITION'S TRAVEL REQUIREMENTS: Minimal, and usually related to off-campus personal development or off-campus meetings.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

1. **STUDENT ACCOUNTS (15%):** Provides support for the processing cycle in Accounts Receivable.
 - a. Assist in managing Student Payment Plans by posting ACH payments to student accounts.
 - b. Assist in reviewing student account statements monthly for the collection process.
 - c. Monitor financial holds on student accounts in accordance with the Accounts Receivable Specialist.
 - d. Maintain confidential student files according to FERPA.
 - e. Process enrollment confirmation payments and communicate with the Admissions Staff.
2. **CASH HANDLING/RECEIPTING FUNDS (25%):** Receipts, deposits, and creates reconciliation logs for all in-coming donations for the University.
 - a. Receipt all donations via cash, credit card, wire, voucher, ACH, etc., according to cash handling and receipting policies and procedures, and PCI regulations.
 - b. Generates cash journals for gifts and provides information to Advancement Office and Athletics. Provide monthly reports as needed.
 - c. Ensures proper general ledger coding of receipts and processes. Asks questions if not sure about coding or receipt.
3. **TRACKING EXPENSES FOR SPECIFIC PROJECTS (20%)**
 - a. Attend regular project meetings organized by the Director of Plant Operations.
 - b. Work with other Business Office staff to monitor and review project expenses.
 - c. Assist in the tracking of university facility events and monitoring the university insurance policies as needed.
4. **ACCOUNTING/ADMINISTRATIVE (40%):**
 - a. Perform fiscal year end duties, such as rotating files to storage and setting up new files for receipting.
 - b. Maintain financial records in alignment with KWU retention policies.
 - c. Assist in ordering department equipment and supplies.
 - d. Provide assistance to the Accounts Payable Specialist with document tracking and scanning of supporting documents into the accounting system.
 - e. Serve as the University Corporate Credit Card Administrator through UMB and all other organizations.
 - f. Update the Corporate tax-exempt status and State of Kansas renewals when required.
 - g. Answer telephone, open and log incoming mail, meet and greet visitors, and assist in other clerical functions.
 - h. PERFORMS OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Actual performance measures and standards (goals) will be set at least annually for each performance measure after consultation with the position holder and their direct supervisor.

1. Complete up-to-date task manual, including screen shots and explanation of processes.
2. Compliance with PCI and FERPA.
3. Performance Reviews
 - a. Informal weekly reviews of priorities and performance based on assigned tactical goals and objectives.
 - b. Formal annual review and goal setting to review past performance and set coming strategic and tactical goals and objectives for the coming year.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** High School Diploma or associates degree, and/or equivalent work experience in a similar role. One year of experience is equal to one year of education or any combination of education and experience which provides the necessary skill set to accomplish the essential duties of this position.
- **PREFERRED:** Bachelor's Degree

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** State of Kansas Notary

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** Four years of cash handling, credit card processing and customer service.
- **PREFERRED:** More than four years of cash handling, credit card processing, and customer service in a higher education environment.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- **MINIMUM REQUIRED**
 - Demonstrate alignment with the mission and vision of KWU.
 - Demonstrate professional level of oral and written communication skills.
 - Demonstrate commitment to all customers, no matter the question or request, in a professional and confident manner.
 - Demonstrate understanding and evidenced ability in applying best practices regarding cash handling and PCI regulations to day-to-day operations.
 - Demonstrate ability to be accurate and timely in processing all forms of payments and journal entries.
 - Demonstrate ability to understand the entire workflow structure in support of answering a high majority of questions and/or directing requesters to the correct department the first time.
 - Demonstrate ability to learn, keep knowledge base up-to-date, and use automated banking systems.
 - Demonstrate ability to produce high quality work while working independently or with limited supervision.
 - Demonstrate ability to separate work from personal relationships in order to serve the customers.
 - Demonstrate ability to maintain a high degree of confidentiality.
 - Demonstrate ability to prioritize multiple and sometimes conflicting projects and responsibilities.
 - Demonstrate proficiency in using Word and Excel, Outlook, and other administrative systems.
 - Demonstrate ability to work well with others and in teams.
 - Demonstrate ability to prioritize duties and to execute detailed work.
 - Demonstrate punctuality and reliability in attendance.
- **PREFERRED**
 - None

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.