

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION UNCLASSIFIED

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department of Children and Families		9. Position No. K0231171	10. Budget Program Number OPER01033	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Operations		12. Proposed Class Title Accountant III		
4. Section Office of Grants and Contracts	For Use	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		By Personnel	15. By	Approved
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. X %			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		Office	17. Audit Date: By: Date: By:	

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Jana Winter	Accountant IV	K0097232

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Jana Winter	Accountant IV	K0097232

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is allowed a great deal of latitude in making decisions concerning Travel Reimbursements, General Encumbrances and other duties as assigned. Instructions are given on an as needed basis.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
45%	E	Processes travel vouchers for various programs within DCF. Is responsible for determining that all travel is legal, accurate, authorized, properly coded and adequately documented in accordance with state and federal statutes and regulations as well as policies and procedures.
10%	E	Journal Entry: Processes journal entries in the Accounts Payable, Travel and Expense and General Ledger modules of the SMART accounting system. This requires extensive investigative work in the SMART system and a thorough understanding of departments and programs and the general budget and accounting rules and regulations.
25%	E	GL Encumbrance: Main contact for questions regarding GL Encumbrance usage for all of Central office and Regional Staff. This position will track usage, answer staff questions, and process needed HelpDesk tickets, as well as run the monthly GL-Month End Checklist on an 'as needed' basis to monitor usage and ensure the GL encumbrance monies are being used for the intended purpose and according to State rules and regulations. This task requires extensive review, audit, and investigation and requires independent thinking and strong problem solving skills.
10%	E	Payments: Enter and review payment requests within the SMART accounting system. This includes, but is not limited to: entering payment requests in the SMART system, reviewing payment requests ensuring accuracy, reviewing the funding distribution, analyzing previously paid payment requests, and ensuring that each payment request is enter
10%	E	Other Duties as Assigned - Performs in a backup role of other grant, contract and/or procurement related activities as required within delegated authority in accordance with state purchasing policies, laws and regulations.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Payable activities from the initiation, preparation and processing of a voucher or travel reimbursement to the receipt and acceptance of the payment must be performed dependably, with a low frequency of error. The results contribute directly to the timely flow of processing time and coordinating services required by this agency to avoid serious disruption of agency activities.

If payments are not processed timely, DCF could be in violation of the Prompt Payment Act.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily, frequent contact with other employees in DCF and other agencies. Occasional contact with external customers.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Sedentary - Lack of movement may cause stiffness

Eyestrain due to considerable computer use

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer (Daily), Copy Machine (Daily), Telephone (Daily), Fax Machine (Occasionally)

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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

Education or Training - special or professional

Four year degree or four years' experience in professional accounting/auditing work.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Ability to evaluate and modify accounting systems, procedures, records, and controls

Ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments

Ability to organize and clearly express information in a concise written format

Knowledge of budget and procurement practices and procedures

Ability to use a personal computer and application software

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the Education and experience statement on the class specification. A special requirement must be listed here in order to obtain Selective certification.

All DCF employees must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date

