

Financial Secretary Position Description

Full-Time position

Employer and Supervisor: K-State Research and Extension-Butler County

The Financial Secretary reports to the local unit director and/or other extension agents. The local extension board provides the salary and the benefits.

Application Deadline: Wednesday, May 1, 2019 5:00 p.m. Applications shall be mailed or delivered to the Butler County Extension Office (206. N Griffith, El Dorado, KS 67042)

Job Description

Position Summary:

This position is responsible for all aspects of financial responsibilities. Additionally, they are also responsible for greeting, welcoming and directing the public and visitors to the appropriate individual, event or information. This role serves as the financial secretary for the entire K-State Research and Extension/Butler County program.

Job Requirements

Primary Responsibilities:

- All financial entries and database maintenance
- Reports
- Filing
- Payroll
- Book & Record Keeping
- Greet visitors. Answer and direct calls. Respond to routine requests from the public and clients.
- Prepare and distribute paper and electronic materials.
- Process class and event registrations utilizing online software
- Prepare routine documents, logs, reports, etc. sort and file materials
- Perform all other duties as assigned.

Knowledge, Skills and Experience

- Excellent financial skills and exceptional attention to detail.
- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.
- Excellent communication skills, written, verbal and interpersonal.
- Learn quickly, follow instructions, multi-task with good time-management skills and attention to detail. Strong organizational skills required.
- Writing, spelling, grammar and basic math.
- Operate general office equipment and personal computers.
- Proficient in Microsoft Office 2010 suites and programs, including Excel, Publisher, Outlook and Word and Quicken.

- Word processing, spreadsheet and database in a PC environment
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality
- Excellent work ethic
- Ability to follow step-by-step verbal and written instructions
- Ability to adapt to changing situations

Requirements

Education and Experience

- High school diploma. Additional training a plus
- Minimum of 2 years professional experience working with finances.

Work duties are primarily sedentary and will be performed at a desk or in an office environment. 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. Successful applicants should enjoy working with the public and in a team environment while maintain a friendly attitude when interacting with people.

Benefits and Background Check:

Benefits include KPERs, vacation and sick leave. No health insurance is provided. A background check will be conducted.

Salary Range

\$12.00/hr. - \$17.00/hr. dependent upon qualifications

How To Apply

Applications can be found online at www.butler.ksu.edu

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