

# Kansas School for the Deaf

TO ENSURE THAT ALL STUDENTS WE SERVE ACHIEVE THEIR FULL POTENTIAL IN A LANGUAGE-RICH ENVIRONMENT



## \*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\*

**POSITION TITLE:** Accountant  
**SALARY:** \$25.00-\$30.00 per hour depending on experience. Excellent benefits.  
**EMPLOYMENT DATE:** Open Until Filled  
**SCHEDULE:** 7:30 am - 4:00 pm; Monday - Friday

**JOB DESCRIPTION:** (Detailed Position Description provided upon request)

### **Accounts Payable & Accounts Receivable**

- Process payments of invoices, interfunds, employee reimbursements, journal vouchers, after validation of receipts, contract pricing/quotes, open purchase order balances, appropriately chartfield/account codes per generally accepted standard accounting practices, laws, policies and procedures timely and efficiently using the statewide accounting system.
- Work with vendors, KSD staff, and helpdesk to resolve any account discrepancies by investigating documentation, and issuing stop payments and adjustments.
- Maintain files of all correspondence, vouchers/invoices, and supporting documents in compliance with the record retention policy.
- Monitor total expenditures by vendor to ensure compliance with agency-delegated purchasing authority.
- Run monthly expenditure and reimbursement reports and review monthly checklists in statewide accounting and financial software.
- Send W8 tax yearly to non-employees receiving tuition reimbursement.
- Process billing and payments in Quickbooks and generate monthly reports of total receivables.
- Record cash and check receipts by fund and revenue account category in the shared drive.
- Prepare a weekly summary of collections for banking.
- Maintain bank account ledgers per standard cash handling practices such as receiving, depositing monies, issuance of checks, maintaining support documents, and preparing monthly bank reconciliation.
- Manage collection of, and maintain accounts receivables files and records.

### **Additional Accounting and Business Office Duties:**

- Assist the Finance Director in providing, analyzing, and summarizing data for ad hoc reporting, audit requirements, and various departments or program needs.
- Assist the Finance Director in creating journal entries in the general ledger module of the financial system.



- Provide initial response and documentation for random voucher audits regarding policy compliance after conferring with the Finance Director.
- Maintain financial security by following internal accounting controls.
- Participate in cross-training of various business office functions attending intra-departmental and off-site training provided by the Accounts and Reports Division.
- Assist other team members when necessary.
- All other duties as assigned.

**Attend all required meetings; use appropriate communication skills.**

**MINIMUM REQUIREMENTS:**

- High school diploma or G.E.D.

**PREFERRED REQUIREMENTS:**

- Associate's degree.
- Understanding of, or practical knowledge of accounting principles.

Willingness to learn to communicate at a Level 2 in ASL (ASL and English skills will be assessed); ability to read and understand written, oral, and/or signed directives. Skill and knowledge in using various office equipment and software including but not limited to, computer skills, such as email, word processors, and spreadsheets. Exceptional time management, verbal and written communication, problem-solving and critical thinking, and research skills. Ability to make sound judgments. Establish and maintain effective and harmonious working relationships. Represent KSD professionally and appropriately at all times.

**SPECIAL REQUIREMENTS:** All offers of employment from Kansas School for the Deaf (KSD) are contingent upon background check results and any applicable workplace references. Background checks are completed via the KS Bureau of Investigation, Backgrounds Plus consents, Kansas Department of Children and Family Services, and Dru Sjodin National Sexual Offender Registry. KSD may contact previous employers for workplace references. Within 30 days of employment, a tuberculosis test (and any applicable treatment), as well as a health certificate must be completed by a medical provider at the cost of the employee.

**APPLICATION:** Open Until Filled. For consideration, request an official KSD application or go to our website at [www.ksdeaf.org/Employment](http://www.ksdeaf.org/Employment) and apply. Copies of all applicable licenses will be required.

**CONTACT: Human Resource Office**  
**Voice: 913-210-8114**  
**Videophone: 913-324-5850**  
**Fax: 913-210-8301**  
**E-Mail: [hr@kssdb.org](mailto:hr@kssdb.org)**

**TOBACCO-FREE CAMPUS**  
**KSD AND KSSB EMBRACE DIVERSITY**  
**UPDATED 12/17/2024**

