

**Office Professional Position Description**

**Walnut Creek Extension District**

**Description:**

The District Office Professional serves as the first point of contact for customers visiting or contacting our offices and is expected to provide excellent customer service to all Extension program users. Working under general supervision, this position provides administrative support to staff housed in the Dighton office while greeting and assisting the public in person, by phone, and through electronic communication. Responsibilities include a wide variety of clerical duties, additional tasks as assigned, and collaboration with other office professionals across the District to ensure consistent support.

**Financial Manager – Responsibilities**

**Office Administration & Customer Service**

* Serve as the primary receptionist for the office by answering phones, assisting walk-in clientele, and managing incoming mail.
* Promote a professional office environment through customer service, professional dress, and timeliness.
* Maintain knowledge of agent schedules, organize daily tasks, and complete required duties efficiently.
* Receive and record registrations for events.
* Order office supplies, equipment, and publications; maintain and troubleshoot office equipment as needed.
* Support special projects and routine activities in cooperation with other office professionals.

**Financial Management**

* Prepare, reconcile, and maintain accurate monthly financial records.
* Process deposits, expenditures, and payroll liabilities.
* Manage KPERS contributions (employer and employee) and stay current on program updates.
* Oversee payroll for office professionals, temporary employees, and interns, including calculation of federal withholding, Social Security, Medicare, and unemployment taxes (SUTA).
* Handle federal and state tax reporting, including EFTPS forms, quarterly 941 reports, and unemployment reports.
* Collect and track receipts for VISA statements, ensuring timely payment.
* Complete end-of-year tax reporting, including fringe benefits, excise tax, state sales tax, W-2/W-3, and K-2/K-3 filings.

**Reporting & Compliance**

* Complete K-State financial forms, including:
  + KSU 8-6 (Expenditures)
  + KSU 8-7 (Receipts)
  + KSU 8-9w (Expense and Income – Sales, Gifts, Grants, Cost Recovery)
* Copy and file monthly checks, invoices, bank statements, deposits, and EFTPS reports.
* Adjust financial statements following monthly audit reviews.
* Ensure compliance with state and federal requirements, including quarterly and annual filings.

**Audits & Oversight**

* Prepare for and assist with year-round and annual audits.
* Provide auditors with required documentation and communicate needs to the District Director.
* Share audit findings, answer auditor questions, and collaborate on fraud prevention and improved financial tracking methods.
* File annual audits online.

**Required Knowledge, Skills, and Abilities:**

**Knowledge**

* English usage, including spelling, grammar, and punctuation.
* Basic mathematics.
* Operation of office equipment and personal computers.
* Standard formats for letters, memos, and reports.

**Skills and Abilities**

* Represent K-State Research and Extension in a professional and courteous manner.
* Maintain confidentiality of sensitive information.
* Learn and apply organizational rules, policies, and procedures.
* Proficiently use word processing, spreadsheet, and database applications.
* Accurately record, file, and retrieve information.
* Communicate effectively, both verbally and in writing.
* Establish and maintain effective working relationships.
* Understand and follow detailed verbal and written instructions.

**Benefits:**

Benefits include vacation and sick leave, KPERS, life and health insurance. Salary is commensurate with training, experience, and available funding from the Walnut Creek Extension District Executive Board.

**Office Location:**

Lane County Extension Office

Lane County Courthouse

144 S. Lane

Dighton, KS 67839

**Office Hours:**

Monday – Friday: 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

(Closed during the noon hour)

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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