Job Title	Accounting - Administrative Specialist
Job ID	192385
Location	US Bank
Full/Part Time	Full-Time
Regular/Temporary	Regular

Responsibilities

The Kansas State Board of Healing Arts is a regulatory Board which has licensing, regulatory and enforcement jurisdiction over 16 health care professions and approximately 30,000 licensees. The State of Kansas as an employer offers remarkable benefits that are invaluable to the professional and personal lives of our employees. At the KSBHA, we reward our staff's hard work by providing training and promotional opportunities, a family-oriented work environment, and service recognition. Free parking is also offered.

The KSBHA is a great place to work! Come be a part of our team!

The Kansas Board of Healing Arts seeks an unclassified, full-time Administrative Specialist to provide accounting and administrative support in the Administrative area.

Job Description:

Receipting and Reporting:
Receipts transactions in the agency's database system (MLO) for all monies (cash, checks, and credit cards) received daily by the agency for over 25,000 licensees who license or renew annually. Requires detailed knowledge of all fees, as set by rules and regulations, for 14 health care professions licensed and regulated by the agency. Accuracy and timeliness are crucial to the facilitation of the licensure process.

Daily responsibilities include but are not limited to:

- Posts data and updates agency database with payment information as payments are received.
- Verifies integrity of payments, trouble shoots errors and updates data appropriately. Once verified information has been obtained employee will either update agency database, contact payee, or return payment to payee as appropriate.
- Processes credit cards through First Data while verifying accuracy of information and balances to daily financial reports from agency database. Sets up new processing portal if credit card vendor changes.
- Creates financial reports from agency database and performs daily reconciliation of all monies received by the agency.
- Resolves receipting or payment anomalies, questions or concerns for Licensees and agency Licensing Department.
- Maintains files of supporting documentation in order to frequently satisfy request for receipts with minimal information from the requestor.
- Downloads licensure fee processing information from the KanPay on-line renewal payment system on a daily basis, for use in reconciliation of SMART reports.
- Annual accounts received reports.

Procurement:

- Procures supplies, equipment and services for agency in the SMART system. Requires understanding of State purchasing guidelines to ascertain if transactions are allowable, and knowledge of State use contracts.
- Audits and reviews purchase orders and any accompanying documents for accuracy, completeness, and compliance with state accounting requirements. Obtains missing information and documents as needed. Monitors purchasing from State contracts.
- Consults and collaborates with Litigation department regarding procurement and payment of expert witnesses. Ensures the accuracy and completeness of purchase requests and related paperwork, monitors the receipt of monthly or quarterly invoices for time/services provided and obtains those that have not been received, and monitors payments made on purchase orders/contracts to ensure that contracted amounts are not exceeded and are in compliance with contractual guidelines.
- Provides asset management by tagging qualified agency purchases, in accordance with Dept. of Administration Policy and Procedures and KSBHA Standard Operating Procedures. Maintains inventory records and database and conducts annual agency inventory. Coordinates property and equipment designated for surplus or other disposition.
- Maintains stock of agency supplies, equipment and forms. Picks up agency supplies, equipment, and special purchases from vendors as requested and disburses, restocks inventory or stores items.

Travel:

- Coordinates and formulates travel arrangements for Board Members, Council/Committee Members and Board Staff. Provides training and guidance to KSBHA staff on travel processing, procedures and policies. Requires understanding of State purchasing guidelines and State travel and expense guidelines.
- Reviews, monitors and audits all travel vouchers within the SMART system to ensure compliance with complex state policies and procedures. Audit involves review for correct rates, appropriate codes and overall conformity with state laws, Dept. of Administration Policy and Procedures Manual and KSBHA Standard Operating Procedures. Audits are of a diversified nature that involve multiple processes and require the use of analytical thought to deal with complex data. It is imperative that accurate reimbursements are made to employees and that accurate data be entered into SMART.
- Keys travel reports in SMART.

Accounts Payable:

- Reconciles the agency's State credit card's UMB transactions in SMART, assists in researching and resolving discrepancies and reviews documentation for accuracy and completeness. Requires understanding of State purchasing guidelines, and State travel and expense guidelines to ascertain if transactions are allowable, and knowledge of State contracts.
- Distributes State warrants requested by the agency by matching warrants to the vendor copy of the payment voucher and mails to the vendor. Serves as a point of contact for inquiries about State warrants received or returned from vendors. Processes all requests for cancellation and replacement of a state warrants. Maintains warrant cancellation files. Reviews outstanding warrants prior to escheatment and determines process for handling each outstanding warrant.

Other Duties:

- Trains and prepares to assume routine duties of the Accountant II when required.
- Assists with processing month end and year end processes as required.
- Performs data entry into Quickbooks and SMART as required by agency Accountant
- Files accounting records and paperwork. Maintains payment voucher files to ensure timely access for accounting personnel. Oversees the storage of prior year documents.

- Responsible for facilitating maintenance and upkeep of agency vehicle.
- Performs other duties as assigned.

Minimum Requirements:
Two years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

Minimum Competencies:
Must be proficient in Microsoft Office, organized, enjoy working with the public, and have excellent written and oral communication skills. Type at least 45 wpm, and be detail orientated. The ability to learn a new database system, attention to detail, accuracy, timeliness, and reliability are critical skills for this position.

Preferred Criteria:
Knowledge of basic accounting principles, practices and standards; budget and procurement practices and procedures; state purchasing and travel and expense guidelines; and statewide use contracts. Knowledge of QuickBooks, SMART (State's accounting system), MLO (agency database system) or other computerized accounting software helpful.

How to Apply:
The application process has 3 REQUIRED STEPS.
STEP 1: Register by completing the online Personal Data Form (https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data) (Skip this step if you already have an Applicant ID number.)
STEP 2: Complete the State of Kansas Application Form (https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply) and submit to the Kansas State Board of Healing Arts.
STEP 3: Email these additional required documents to Debra Albright at debra.albright@ks.gov. Include the job requisition number and your last name in the subject line.

- Resume and Letter of Interest
- Three Professional References
- Kansas Tax Clearance Certificate

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:
Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at http://www.ksrevenue.org/taxclearance.html A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:
Name: Marisa Ashley
Phone: 785-296-3146
Email: KSBHA_Recruitment@ks.gov
TTY (Hearing Impaired): 711

Kansas State Board of Healing Arts

800 SW Jackson, Lower Level-Suite A, Topeka, KS 66612

How You Will Be Evaluated:
Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation. Your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred selection criteria and competencies for the position.

What To Expect Next:
After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

A pre-employment background and criminal history record check will be performed as part of the recruitment process.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Board of Healing Arts is an Equal Opportunity Employer

Learn more about us by visiting our website at www.KSBHA.org