

Accounting Specialist

Kansas Historical Foundation (aka Kansas State Historical Society, Inc.)

6425 SW 6th Avenue, Topeka, Kansas

Position Summary

The employee serves as the accounting specialist for the Kansas Historical Foundation, a private 501(c)(3) and is responsible for maintaining the accounting system, which includes payroll, personnel, deposits, invoicing, and payments. This is a part-time position, averaging 20-28 hours a week, Monday-Friday, and is exempt under FLSA. The position starts at \$19 an hour. Benefits include annual leave, sick leave, and the Foundation matches up to 3% to a 403(b) tax advantage retirement plan if the employee contributes 6%. The employee must possess excellent organizational, communication, computer, accounting, and public relations skills, and maintain confidentiality in carrying out these duties.

Duties and Responsibilities

- Generates financial reports monthly for the executive director and treasurer and for the board as requested.
- Maintains general ledger accounting system in QuickBooks.
- Reconciles bank statements, investment fund reports and credit card transactions monthly.
- Prepares retail stores reports from QuickBooks accounting software as requested.
- Reconciles deposits of all funds and ensures deposit is taken to bank.
- Prepares checks for review and signature of executive director or treasurer from payment requests submitted by Foundation or state staff. Then mails or distributes checks.
- Prepares payroll, W-2 forms, 1099 forms and maintains records.
- Prepares monthly, quarterly, and annual payroll reports.
- Prepares and files monthly sales tax reports.
- Facilitates annual audit and Form 990 preparation and Kansas annual report.
- Assists grant managers as fiscal agent for all grants.
- Reconciles reimbursement requests to the bank from grant administrator's requests.
- Assists with finance, audit, and executive committee meetings as needed.
- Provides information and assists in the development of the annual budget and annual reports.
- Ensures accurate daily transaction postings from TAM Retail software system to QuickBooks.
- Works with state staff to ensure smooth transfer of TAM payments to KSHS.
- Performs other duties as assigned.

Minimum Qualifications

Training and Experience

A bachelor's degree in accounting or a related field is required and one to three years of similar or related experience preferred. Requires a valid Kansas Driver's License and employee must be able to be bonded. Candidate should have intermediate/advanced level skills with QuickBooks Premier accounting software and Excel spreadsheets. Entry-level experience with TAM Retail Software is preferred.

Knowledge, Abilities and Skills

A thorough knowledge of accounting procedures, payroll laws and practice are required. Must be able to maintain records; prepare reports; establish and maintain effective working relationships with employees, supervisors, other agencies, and the public; and read and interpret manuals, budgets, reports, and other documents. Excellent supervisory, organizational, written, oral and interpersonal communication skills, and the ability to work independently and as part of a team are essential. Complex problem solving, decision-making and technical skills are also required. Physical activity associated with working in an office setting is required to perform the daily duties of this position.

Please send cover letter, resume, and list of three references to Linda Jeffrey, 6425 SW 6th Avenue, Topeka, KS 66615-1099; email caryn.kramer@ks.gov.
Review of applications begins October 4, 2021.