

Job Description
K-State Research and Extension, Frontier Extension District
Financial Administrative Assistant

General Job Description:

The Frontier Extension District financial administrative assistant is responsible for working with the district extension director to prepare the financial documents for the district, in addition to providing general office duties.

The work is primarily sedentary and will be performed at a desk or in the office environment. The 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.

Specific Responsibilities:

- * Present the first impression of the Frontier Extension District and K-State Research and Extension while greeting the public and answering the telephone.
- * Respond to routine requests from the public. Refer other requests to the appropriate individual.
- * Maintain accounts payable, accounts receivable, PayPal, budgets and audit.
- * Prepare online monthly payroll including filing of state and federal reports, and other benefit packages.
- * Receive and record cash and checks and make deposits.
- * Operate equipment such as computers, copy machines, etc.
- * Be familiar with schedules of agents to respond to phone calls and office visits.
- * Open, sort and date-stamp mail. Make copies as needed to keep everyone informed.
- * Receive and record registrations for events.
- * Prepare regular and routine documents, logs, reports, and schedules.
- * Coordinate ordering of supplies, equipment and publications.
- * Carry out other related duties as assigned.

Required knowledge, abilities, skills:

- * Ability to represent the local office of K-State Research and Extension in a professional manner.
- * Knowledge of general accounting practices, budget and financial management.
- * Knowledge of English, spelling, grammar and basic math.

- * Knowledge of the operation of office equipment and personal computers.
- * Knowledge of standard formats for letters, memos and reports.
- * Ability to keep sensitive information in a confidential manner.
- * Ability to learn and apply rules, policies and database applications.
- * Ability to record, file and retrieve information.
- * Ability to communicate effectively both verbally and in writing.
- * Ability to establish and maintain effective working relationships.
- * Ability to understand and follow step-by-step verbal and written instructions.