



## **KSHSAA BOOKKEEPER**

The Kansas State High School Activities Association has an opening for a full-time Bookkeeper.

### **TO APPLY:**

**Mail or email a completed employment application, cover letter, and resume to:**

Brent Unruh, Office & Operations Manager

KSHSAA

P.O. Box 495

Topeka, KS 66601-0495

[bunruh@kshsaa.org](mailto:bunruh@kshsaa.org)

**\*NO PHONE CALLS PLEASE**

*The employment application can be accessed by clicking [HERE](#) or going to [www.kshsaa.org](http://www.kshsaa.org).*

**Application deadline: July 25, 2018**

### **POSITION RESPONSIBILITIES INCLUDE:**

- Accounts receivable – processing and depositing all incoming monies
- Accounts payable
- Process monthly payroll
- Designated KPERS agent for KSHSAA employees
- Liaison to Blue Cross & Blue Shield for KSHSAA group health insurance plan
- Assist with the administration of fringe benefit programs
- Prepare monthly budget reports
- Quarterly and end of year state and federal tax filing
- Assist the Executive Director with annual budget preparations
- Maintain and monitor bank accounts
- Track and balance KSHSAA event financial reports
- Invoice post-season television and online media providers
- Monitor and balance administrative staff monthly expense reporting
- Prepare and assist with annual financial audit
- Oversee and monitor annual school membership dues and insurance premium invoicing and payments
- Maintain the highest level of ethics, integrity and confidentiality

## **THE IDEAL CANDIDATE WILL:**

- Have experience in bookkeeping and using business financial software. The candidate should embrace the opportunity to learn new financial software systems (KSHSAA uses Microsoft Dynamics GP financial software).
- Be proficient with the Microsoft Office software suite of products, specifically Word, Excel and Access.
- Thrive working in a busy professional office environment.
- Be committed to providing exceptional customer service to the member schools and registered contest officials of the KSHSAA.
- Be an exceptional communicator with the member schools, officials, and staff.
- Be able to manage large volumes of data in various electronic formats.
- Embrace the opportunity to learn new skills and office technology.
- Be detail oriented and possess excellent proofreading skills.
- Work well within a team environment, yet also be productive working independently.
- Have an interest in interscholastic activities and/or a desire to learn more about interscholastic activities and the KSHSAA.
- Be physically capable of lifting boxes weighing up to 20-30 lbs.

## **KSHSAA STAFF BENEFITS SUMMARY:**

- Paid sick & vacation leave
- KPERS retirement system
- Group health and dental insurance
- 125 Plan

**THE KSHSAA IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN THE EMPLOYMENT, PROMOTION, TRANSFER, WAGES AND SALARIES, OR RECORDKEEPING ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, OR AGE.**