Office Professional
K-State Research and Extension-Southwind Extension District Iola Office

Our Mission: The mission of K-State Research and Extension and the Southwind Extension District is to provide research based information that improves the lives and livelihoods of Southwind District residents. Extension educators provide public programs and consultation related to Water, Health, Global Food Systems, Community Vitality and Developing Tomorrow’s Leaders.

Purpose: The District Office Professional is the first point of contact for any customers visiting or contacting our offices. The District Office Professional is expected to deliver excellent customer service to all Extension Program users. Under general supervision, this position provides administrative support to the staff housed in the Iola office while greeting and communicating with the public, face to face, via the phone or by other electronic communication methods. The District Office Professional reports to the District Extension Agents and to the District Extension Director. This position is responsible for performing a wide variety of clerical duties and performs other duties as assigned and will work with and support their fellow office professionals in the District as needed.

Responsibilities: Administrative Assistant/Financial Management - 75%

Monthly Financials
- KPERS/KPERS-OGLI/KPERS457
- Federal Income Taxes
- State Income Taxes
- SUTA (State Unemployment)
- Payroll
- QuickBooks
- EXCEL
- Contributions Form
- Agent Cell Phone Reimbursements
- VISA Statements
- Agents Vehicle Mileage
- EFTPS Reports
- Bank and auditor reporting

End of the Year
- Taxable Fringe Benefits
- Excise Tax
- State Sales Tax
- W2’s & W3 (File With IRS)
- K2’s & K3 (File With the State of Kansas)

Monthly Audits
Yearly Audits
Account Management
Purchasing

Responsibilities: Customer Service/Clerical - 25%

Typical Physical Demands: The work is primarily sedentary and will be performed at a desk or in an 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.
Typical Mental Demands: Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to solve practical problems, interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common sense to carry out instructions furnished in written, oral or diagram form.

Working Conditions: Quiet, temperature controlled office environment.

Work Habits and Attitude Expected:
- Timeliness – Arrive at work on time. Complete assigned work in a timely manner.
- Cooperation with and loyalty to all agents and K-State.
- Ability and willingness to follow instructions and directions.
- Exhibit organized work habits.
- Present a groomed appearance, pleasant personality and disposition.

Employment Terms
- Probationary Period – Three months from the date of hire.
- Salary – Based on education, experience, and job duties.
- Work Week – 5 days per week, 52 weeks per year except for holidays set by the respective Courthouse, vacation and sick leave).
- Hours – 40 hours per week.
- Lunch Break – Specific to individual Courthouse hours.
- Work Breaks – Two, 15 minute breaks daily.
- Holidays – Will follow respective Courthouse holiday schedule.
- Dress – Business Casual (i.e. khakis, slacks, dresses, skirts) Monday through Thursday unless otherwise advised. Jeans may be worn on Fridays and other designated “casual days”.
- Employee shall hold no other position conflicting with the Southwind Extension District. Executive Board will determine what is or is not a conflict.
- This job description is an administrative tool for the convenience of Southwind Extension District and does not create any contractual employment rights. This position is considered to be an at-will position both during the probation period and at all times thereafter. An at-will position means that the employee is hired with the understanding that the employee’s job may be terminated (with or without cause) at any time by the employee or by the employer.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

K-State Research and Extension is an equal opportunity provider and employer.
This position will provide educational programs and materials to all people of the Southwind Extension District without regard to race, color, religion, national origin, sex, age or disability.