



Accounting and Employee Benefits Specialist

The Accounting and Employee Benefits Specialist provides support services for the Business Manager of the Alumni Association. Duties include working with accounting software, general recordkeeping, spreadsheet applications and word processing. Also coordinates all personnel documentation for the Association.

Key Responsibilities:

- Manages and maintains all accounts payable, accounts receivable and deposit functions for the Alumni Association and Alumni Center.
- Processes vendor payments, maintains vendor information, prepares invoices, processes receipts, and retains documentation for all payments and receipts.
- Prepares and maintains reconciliations for cash, receivables, payables, and other accounts on a continual basis.
- Coordinates with Association programs staff to track activity for Alumni Club and Catbacker Club events, tracking available balances for club scholarship awards.
- Maintains documentation of employment forms and employee benefits enrollment for Association employees.
- Coordinates with university HR for employee information and university services (parking, campus ID cards, etc.) for Association employees. Coordinates student payroll and student employee information with university HR.
- Prepare and file Sales tax and Use tax returns and 1099s.
- Other duties and special projects as assigned.

Requirements:

- Experience with bookkeeping and accounting software and understanding of core accounting concepts.
- Experience in Microsoft Office Suite
- Bachelor's degree.
- Minimum of two years' work experience in an area relevant to the position.
- An equivalent combination of relevant education and experience will be considered.

**Preferred Qualifications:**

- Self-starter with strong writing, speaking and interpersonal skills.
- Strong organizational skills, ability to handle multiple tasks, attention to detail, and ability to meet deadlines.
- Ability to work independently and drive projects to completion.

Salary and Benefits: Competitive salary with benefits including paid health, dental, company paid life insurance. 403(b) retirement plan with company match. Paid leave including holidays, vacation, sick, personal, and volunteer leave. 8 weeks paid parental leave. Paid professional development and EAP (Employee Assistance Program).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Regular attendance is required in this job. The K-State Alumni Association is an Equal Opportunity Employer.