POSITION DESCRIPTION
McPherson County Extension Council

Revised by: Lindsey M. Mueting, County Extension Agent, July, 2020

Position: Secretary/Bookkeeper/ Receptionist
Monday-Friday: 35-40 hrs per week    $12.00-$15.00/hour

MINIMUM QUALIFICATIONS:

A. Education: High School Diploma - Required

B. Experience: Required

1. Keyboard/Data Entry
2. Computer Operations
3. Accounting
4. Clerical Work
5. Operations of Office Equipment
6. Working Directly With Public

C. Experience: Preferred

1. Familiarity with Extension Educational Programs

D. Skills Required:

1. Computer Software Operations
2. Efficiency and Accuracy in Arithmetic and English
3. Public Relations: Must be able to function efficiently and properly when dealing with both (a) stressful situations, and (b) day to day contact with customers and staff.
4. Ability to learn new procedures and methods quickly.
5. Ability to communicate clearly, concisely, and openly both orally and in writing.

E. Responsibilities in this Position:

1. Financial Accounting Duties:
   a. Check and verify invoices submitted to Extension Council.
   b. Prepare Balance Sheets, Summary of Expenditures, and Account Balances and submit to Executive Board and Kansas State University.
   c. Transfer funds in checking account as needed.
   d. Monitor C.D.s, saving accounts, and county appropriation status.
   e. Deposit funds in designated banks.
   f. Prepare and submit vouchers to County Financial Manager. (Extension)
   g. Prepare and submit withholding, KPERS, Social Security, Unemployment, Workmen's Comp. Reports.
   h. Accounting and fund handling for various checking and savings accounts.
   i. Help FCS agent with Family Nutrition Program activity reports and financial reports - monthly basis.
2. Computer Operations and Trouble Shooting Software
   a. Become efficient on the following software packages:
      1. EFAP (Accounting Software)  6. 4-H Online (4-H Program)
      2. WordPerfect/Word          7. E-Mail
      3. Internet                   8. Network
      5. Website Updating/Development 10. Spreadsheets
   b. Assume leadership in solving computer and printer problems as they occur; must be able to communicate clearly in computer language when trouble shooting over the telephone and in person.
   c. Assume responsibility for proper care, maintenance, and operations of computers and printers.
   d. Provide training and instruction when needed on software packages.

3. Equipment Operations, Repair and Maintenance
   a. Responsible for understanding operation features of:
      Typewriters, computers, copier, folding machine, audio-visual equipment, FAX, Laser Printer, etc.
   b. Assume responsibility for repairing equipment promptly.
   c. Keep service contracts up to date on copier.

4. Office Management (in cooperation with office manager)
   a. Keep leave records and time cards current for secretaries and agents.
   b. Preparation, printing and distribution of monthly newsletter with agents, secretaries, and printer.
   c. Preparation and distribution of support material for major Extension events: i.e. -- 4-H Fair, Club Days, FCS, Agriculture and Horticulture events, etc.
   e. Help coordinate mailings to maximize efficiency of postage.
   f. Keep insurance policies up to date on vehicles, office equipment, and facilities.
   g. Keep inventory of equipment current and file with Co. Financial Manager.
   h. Keep office filing system current and in compliance with the official Extension procedure handbook.
   i. Keep Extension Council members’ and board members’ records up to date.
   j. Keep postage meter filled and up to date.

5. Secretarial, Clerical, Receptionist
   a. Support other secretaries in secretarial duties when they are performing other duties: i.e., typing, handling public requests for information, computer entries, taking notes for agents, etc.
   b. Work for the public in a positive, courteous, and cheerful manner both on the telephone and in person.

* Job description may be adjusted as needed.*