



**About This Role:** The Kansas Forest Service is looking for a full-time position as an Accounting Specialist. This position will provide accounting and clerical support for fiscal functions and all programs within the agency with direct supervision by the Budget/Fiscal Coordinator. This will include support in reviewing and verifying accuracy for data entry in accounting systems, financial reporting, and document processing. The position will assist in general office administration duties and provide customer support for KFS staff, KSU staff, local city/county agencies, the general public, and other state and federal agencies. This position will be located at our State Office in Manhattan, KS.

**Why Join Us:** The Kansas Forest Service is the 5<sup>th</sup> oldest state forestry agency in the country established in 1887, and is housed as an independent agency within K-State Research and Extension. The agency employs 35 full-time employees, and 40+ temporary and student positions, housed in Manhattan, KS and offices throughout the state. Our programs include Rural Forestry, Community Forestry, Fire Management, Conservation Tree Planting, Forest Health, and Marketing and Utilization.

KFS works with a diverse group of partners at local, state, and federal levels to help serve the State of Kansas in pursuit of our mission: "Care of Natural Resources and Service to People Through Forestry". We pride ourselves on the multi-faceted services we provide the many stakeholders of Kansas. KFS contributes an estimated combined economic impact of \$34 million annually. For more information, please visit: <https://www.kansasforests.org>

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: <https://www.k-state.edu/hcs/benefits>

**We Support Diversity and Inclusion:** Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

**What You'll Need to Succeed:**

**Minimum Qualifications:**

- High school diploma
- Six months of relevant experience

**Preferred Qualifications:**

- One year of relevant experience

**Other Requirements:**

- Applicants must be currently authorized to work in the United States at the time of employment.
- Valid driver's license at time of hire

**How to Apply:**

Please submit the following documents:

1. Cover letter
2. Resume
3. Professional references

**Screening of Applications Begins:**

Screening begins immediately and continues until position is filled. For best consideration, apply by January 4, 2023.

**Anticipated Hiring Pay Range:**

\$13.97 - \$20.96 hourly

**Equal Employment Opportunity:**

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

**Background Screening Statement:**

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

[K-STATE.EDU/HCS/CAREERS](https://k-state.edu/hcs/careers)

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