

Kansas State Board of Indigents' Defense Services

Open Position – Call for Applicants

Accountant (Accountant I) BIDS Administrative Office Topeka, KS

Accountant (Accountant I):

The Kansas State Board of Indigents' Defense Services (BIDS) is accepting applications for the position of **Accountant (Accountant I)** in the BIDS Administrative Office in Topeka, Kansas. The position of an Accountant I is for entry-level and developing Accountants. Accountants at this level perform work under the mentorship of more experienced accounting staff within the office and are supervised by the agency Chief Financial Officer and Assistant Director.

Work is of a standardized but diverse nature and requires analytical thought and a moderate amount of independent judgment. Instructions are given both verbally and in writing and are executed using agency policies and procedures, state policies and procedures, and state regulations. Work is evaluated routinely for accuracy and conformance to policies and procedures. New, unusual, or complex work situations are generally referred to the supervisor for advice.

The Mission

The Kansas Board of Indigents' Defense Services (BIDS), through its regional public defender offices and assigned counsel program, represents adults charged with felonies who cannot hire an attorney. By supporting and elevating public defense in the State of Kansas, BIDS empowers its team to provide relentless representation and collaborative, holistic advocacy in service of client-centered outcomes.

BIDS is in the process of remaking its public defense model with a renewed emphasis on building public defense offices with an interdisciplinary team-based collaborative defense system that uses community connections and resources to better represent not just an individual's case, but the client as a whole.

The BIDS Administration Office supports the work of all BIDS employees and assigned and contract counsel. We are looking for a thoughtful, detail-oriented Accountant I to join our Fiscal Services team. We aim to hire dynamic team players who exemplify the highest standards of integrity, efficiency, and professionalism. The successful candidate will have a demonstrated

ability to exercise sound judgment, under a light supervisory hand. Maturity and a willingness to help others are critical. If you aspire to join our efforts to support all BIDS employees, assigned counsel, and clients through the work of the Administration office, we invite you to submit your application.

Responsibilities

Accountant I's play an important role in the agency, which consists of 19 public defender offices, the BIDS Administrative Office, contracted and assigned counsel, and approximately 250 BIDS employees spread out across the State of Kansas. Accountant I's operate under the supervision of the Chief Financial Officer and Assistant Director. Accountants must abide by the ethical and professional standards required of criminal defense teams.

It is expected that the general nature and level of work that will be performed by the Accountant I will include the following duties (though this list may not include all job duties performed by employees in this job title and additional duties may be added):

- Accounts Payable
 - Monitor and manage the Expert Services program email mailbox; reviewing, distributing, and responding to email correspondence on a daily basis.
 - Utilize SMART accounting system daily in the preparation of vouchers, INF50 batch uploads, and vendor maintenance; ensure all transactions comply with state rules, regulations, policies, procedures, and contract provisions.
 - Audit attorney and expert payment claims for compliance with agency and state rules, regulations, policies, procedures and contract provisions.
 - Establish and maintain positive and effective relationships with internal and external customers.
 - Consult daily with agency administrators, staff members, and the general public to address a variety of accounting issues and respond to inquiries pertaining to accounting and fiscal procedures and policies as they pertain to agency programs.
 - Assist the Assistant Director/CFO and lead Accountant (III) in the research and resolution of entry-level accounting issues.
- Accounts Receivable
 - Utilize SMART accounting system daily in the preparation of deposits for various agency programs; ensure all transactions comply with state rules, regulations, policies, procedures, and contract provisions.
 - Audit District Court Clerk monthly recoupment submissions for compliance with agency and state rules, regulations, policies, and procedures.
 - Data entry and report generation of District Court Clerk monthly recoupment submissions.
- Fleet Management
 - Assist Accountant II on a monthly basis with managing vehicle activity through the audit and data entry of vehicle usage/maintenance logs.
- Document Retention

- Work with fiscal and other agency offices on producing, managing, and retaining financial documentation in accordance with state rules, regulations, policies, and procedures.
- Other projects and tasks as assigned by the Chief Financial Officer and Assistant Director.

Qualifications:

Education and Experience: Must have a high school diploma or GED. Minimum of two years of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency.

Conditions of Employment:

- All Employment is subject to the Governor's salary approval.

Knowledge, Skills, and Abilities:

- Must be able and willing to develop the skills necessary to complete the tasks required, and become proficient in managing a range of tasks for the agency.
- Must have exceptional communication skills.
- Ability to effectively communicate in written and oral form.
- Ability to use all necessary electronic devices including computers, as well as case management systems.
- Must have appropriate time management and organizational skills.
- Demonstrate proficiency for appropriate preparation and planning.
- Must have attention to detail.
- Must be able to maintain confidentiality and manage confidential information.
- Must have a keenly developed and uncompromising set of personal and professional ethics and follow the highest standards of professional conduct.
- Must be able to effectively interact with clients, co-workers, and other colleagues in a respectful and appropriate manner without exception.
- Must be able to handle frequent interruptions and multiple calls and inquiries.
- Must be able to withstand a moderate noise level in the work environment.
- Willingness to travel on occasion to other work locations.

Salary and Benefits

Compensation for this position (Accountant I) ranges from \$17.67 - \$22.05 per hour. Compensation may vary depending upon experience, education, or qualifications. We are happy to discuss compensation expectations with interested applicants.

The State of Kansas Employment Benefits Package includes:

- First day of employment comprehensive coverage under the State Employee Health Plan (SEHP) for medical, prescription drug coverage, dental, and vision. Tax advantage accounts are available and include options such as a Health Savings Account, Health Reimbursement Account, and Flexible Spending Accounts.
- Additional voluntary benefits including Hospital Indemnity Insurance, Accident Insurance, and Critical Illness Insurance.
- SEHP members and their covered family members have access to the HealthQuest Health Center at 9th and Kansas Avenue in Topeka for in person and virtual health care services.
- Sick & Vacation leave
- Work-Life Balance programs: paid parental leave, military leave, jury leave, and funeral leave
- Paid State Holidays
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

Job Application Process

First Sign in or register as a New User. [Jobs | Kansas Department of Administration \(ks.gov\)](#)

- Complete or update your contact information on the Careers> My Contact Information page. *This information is included on all your job applications.
- Upload required documents listed below for the Careers> My Job Applications page. *This information is included on all your job applications.
- Upload other required documents, and **submit** when it is complete.
 - Manage your draft and submitted applications on the Careers> My Job Applications page.
- **Check your email** - My Job Notifications for written communications from the Recruiter.
 - Email – sent to the Preferred email on the My Contact Information page
 - Notifications – view the Careers> My Job Notifications page

Helpful Resources at [jobs.ks.gov](#): “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

- DD214 (if you are claiming Veteran’s Preference)

Upload these on the Attachments step in your Job Application

- [Cover letter](#)
- [Resume](#)
- [List of three professional references](#)

Helpful Resources at jobs.ks.gov: “How, What, & Where do I Upload Documents”

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Open until filled, priority given to applications received by May 10, 2024.

Please be aware that if an offer of employment is made, actual employment is subject to the Governor’s salary approval.

Kansas Tax Clearance Certificate required:

Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain and submit a valid Kansas Tax Clearance Certificate within 10 days from the date of the offer letter to the hiring agency by accessing the Kansas Department of Revenue’s website at <https://www.kdor.ks.gov/apps/taxclearance/default.aspx>. A Tax Clearance Certificate is a comprehensive tax account review to determine and ensure that an individual’s account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199 or by email at kdor_specialprojects@ks.gov.

How to Claim Veterans Preference:

Former military personnel or their spouse that have been verified as a “veteran”; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans’ preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

[Learn more about claiming Veteran’s Preference](#)

Equal Employment Opportunity:

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.

Advertised by Kansas State Board of Indigents' Defense Services.