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## Accountant III

### Employer

Winfield Correctional Facility  
1806 Pinecrest Circle  
Winfield, KS 67156  
620-705-6021

### Important Recruitment Information for this vacancy:

**Position:** Accountant III

**Job Opening ID:** 212800

**Job Posting closes:** Sunday, May 12, 2024 at 11:59 PM

**Required documents uploaded by:** Sunday, May 12, 2024 at 11:59 PM

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### Agency Information:

Winfield Correctional Facility, 1806 Pinecrest Circle, Winfield, KS 67156

[www.doc.ks.gov/facilities/wcf](http://www.doc.ks.gov/facilities/wcf)

### About the Position:

**Who can apply:** External and Internal candidates that meet the minimum requirements:

**Classified/Unclassified Service:** Unclassified

**Full-Time/Part-Time:** Full-Time

**Regular/Temporary:** Regular

**Work Schedule:** Monday – Friday, Day Shift

**Eligible to Receive Benefits:** Yes

**Veterans' Preference Eligible:** Yes

**Search Keywords:** WCF, WWRF, Cowley, Procurement, Accounting, Accountant, Supervisor

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## **Compensation:**

**Entry Level Hourly Pay:** \$24.48

Salary is equivalent to Classified Pay Grade 30.

*\* Salary can vary depending upon education, experience, or qualifications.*

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## **Employment Benefits:**

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Center
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

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## **Position Summary & Responsibilities:**

### **Position Summary:**

This position oversees the accounting functions at Winfield Correctional and Wichita Work Release Facilities.

### **Job Responsibilities may include but are not limited to the following:**

- Corrects errors and resolves expenditure problems.
- Ensures complete, accurate, and timely submission of all accounts payable and obligations.
- Acts as the Facility Administrator for the state purchase card program and SMART Help Desk.
- Provides supervision of the facility accounting staff at WCF and WWRF.
- Oversees/coordinates centralized inmate banking program at the facility.
- Continuously reviews current accounting functions and practices to ensure compliance with established policies, procedures, IMPP's, General Orders, Audit Recommendations, or other instructions. Completes Department of Administration audit requests.
- Assumes the duties and responsibilities of the PSA III during his/her absence from the facility.
- Completes all Accounts Receivable processes.
- Other duties as assigned by or through supervisor or higher authority.

*View the full Position Description and Essential Functions for this position by contacting the Recruiter listed below.*

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## **Qualifications:**

### **Licensing & Certification:**

- Valid Driver's License

### **Minimum Qualifications:**

- Three (3) years of experience in professional accounting/auditing work.  
*Education may be substituted for experience as determined relevant by the agency. Please contact recruiter for more information.*
- Free from felony convictions and pass a criminal background screening for KDOC safety-sensitive positions.

### **Preferred Qualifications:** *(May be used to screen applicants)*

- Bachelor's degree in Accounting, Business Administration, or related field or four (4) years of professional accounting experience.
- Four (4) years of experience with an accounting software (i.e. QuickBooks, PeopleSoft, Microsoft Dynamics 365).
- Four (4) years of experience in detecting and reconciling discrepancies in financial reports (auditing).
- Four (4) years of advanced Excel experience.
- Two (2) years experience supervising subordinate staff members
- Knowledge of generally accepted accounting principles (GAAP), practices, and standards.
- Ability to analyze and interpret financial report information and to take the appropriate corrective actions.
- Ability to read, comprehend, and apply pertinent laws, rules, and regulations.
- Ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments.
- Ability to organize and clearly express information in concise written form.

### **Post-Offer, Pre-employment Requirements:**

- External candidates must take and pass a pre-employment drug screening and TB screening

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## **Recruiter Contact Information:**

**Name:** Catherine Royston, HR Specialist

**Email:** Cathy.Royston@ks.gov

**Phone:** (620) 625-7958

**Mailing Address:** 1806 Pinecrest Circle, Winfield, KS 67156

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## **Required Documents for this Application to be Complete:**

**On your Careers - My Job Applications page, verify these documents are present and valid. Upload or delete and replace if needed:**

- College Transcripts (if applicable)
- Tax Clearance Certificate
- DD214 (if you are claiming Veteran's Preference)

**Kansas Tax Clearance Certificate Required:** Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance 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. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

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## **Job Application Process:**

- **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
  - Email - the email listed on the Careers>My Contact Information page.
  - Notifications - view the Careers>My Job Notifications page

## **See the helpful links below to assist in completing your application:**

- Instructions:
  - [Job Search](#)
  - [Create an Account](#)
  - [Apply](#)
- [Frequently Asked Questions](#)

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## How to Claim Veterans Preference

**Veterans' Preference Eligible (VPE):** 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 determine by the hiring manager.

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

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## 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.