The position is designed to lead into an Extension Agricultural Economist position with KFMA SE and to provide support to the Extension Agricultural Economists working in the association.

**RESPONSIBILITIES:** Purpose of this position is to successfully learn and develop the skills and aptitude for the position of Extension Agricultural Economist with KFMA SE and to provide support to the Extension Agricultural Economists working in the association. The position is designed to lead into an Extension Agricultural Economist position with KFMA SE within two years if all objectives are met, based on regular evaluations during the training period.

Specific responsibilities during the training period will include:

2. Learn and become proficient in the use of the computer programs and spreadsheets used in completing economic analysis, farm tax planning and other decision making guidance given to member farms (K-MAR-105 Analysis System, K-MAR-105 Depreciation System, and Microsoft Excel).
3. Study and develop expanding knowledge base related to agricultural accounting, estate planning, business entity structure, and provision of tax management guidance to commercial farm families.
4. Learn and develop proficiency in KFMA program procedures to collect, process, and verify information from commercial farms suitable for comparable analysis and utilization by KFMA member farms.
5. Begin study and complete training to develop the skills and knowledge to take the three exam sections for achieving IRS Enrolled Agent status to allow providing an increased level of service to KFMA member farms.
6. Provide support to other KFMA Extension Agricultural Economists in their work to deliver economic analysis and technical expertise to KFMA member farms and others through K-State Research and Extension.
7. Develop skills and capacity to work with final tax preparation (Forms 1096/1099; W-2/W-3; and, individual, partnership, corporation and other entity income tax returns) through Southeast Kansas Agricultural Tax Service, Inc., including developing proficiency in use of the computer programs used for final tax preparation. (Consulting Leave days taken from Extension position to complete final tax preparation activity)
8. Some travel, including overnight stays, will be required to work in KFMA SE offices and elsewhere in Kansas.

**QUALIFICATIONS**

**Required:**
- Bachelor’s degree in Agricultural Economics, Accounting, Finance or related field.
- Minimum of 6 hours of courses in accounting; a 3.0 or better GPA (4.0 scale).
- Demonstrated ability and interest in effectively communicating with individuals and groups through informal educational experiences as demonstrated by college, professional and community activities.
- Demonstrated interest and aptitude toward working with farm families to improve understanding and use of sound farm accounting and solid economic principles in farm business decision making.
- Proven ability to deal with the demands of heavy seasonal workloads (November – April) along with both self-discipline to work independently and flexibility to work as part of a team.
- The ability to maintain confidentiality is essential.

**Preferred:**
- At least one year of work experience in accounting, financial management or tax preparation activity.
- Enrolled Agent status.

**LOCATION:** Ottawa, Kansas

**APPLICATION DATE:** Screening of applications will begin on August 7, 2015 and will continue until the position is filled. Please submit a cover letter, resume, three reference letters, and all official transcripts to assure a review. The starting date for the position is on or after September 14, 2015 and is negotiable with the KFMA, SE Board of Directors and KFMA Administrator.

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- At least one year of work experience in accounting, financial management or tax preparation activity.
- Enrolled Agent status.
SALARY: Commensurate with training and experience as negotiated by the Department of Agricultural Economics, Kansas State University; the Board of Directors of Kansas Farm Management Association, Southeast; and the applicant.

BENEFITS: • This Kansas Farm Management Association Associate Extension Agricultural Economist position is a faculty member in the Department of Agricultural Economics, Kansas State University, and has all benefits of University faculty, including group insurance, tax sheltered annuities, KSU Federal Credit Union privileges, liability coverage, use of University facilities, and the opportunity to purchase faculty tickets for athletic and other events. (www.k-state.edu/hr/benefits). • A retirement program under the Kansas Board of Regents' retirement plan, Social Security, health and life insurance. • Annual leave of 22 working days per year, plus holidays. • Accumulative sick leave equal to 12 days per year. • Work injury benefits under the Worker's Compensation Act. • Reimbursement for travel and subsistence related to achieving program objectives. • Mileage reimbursement for transportation will be provided by Farm Management Association, Southeast.

HOW TO APPLY: Send cover letter, resume, and official transcripts; and, arrange for three letters of reference to be sent. Application material may be sent electronically to Mary Huninghake (mhuningh@ksu.edu) or may be mailed to:

Kevin L. Herbel, KFMA Program Administrator
K-State Research and Extension
Department of Agricultural Economics
308 Waters Hall
1603 Old Claflin Place
Manhattan, KS 66506-4026
(785) 532-8706  FAX: (785) 532-6925

Electronic applications are encouraged.

BACKGROUND CHECK REQUIRED: If selected for the position, the applicant will grant permission to Kansas State University’s Human Capital Services for a background check to be completed. Employment will be contingent upon the results of those findings.

For more information contact: Kevin Herbel, Administrator, Kansas Farm Management Association Program. Office/Mobile: (785)532-8706; or, e-mail: Kherbel@ksu.edu. The KFMA program website is www.kfma.ksu.edu.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans. Kansas State University encourages diversity among its employees. KSRE EEO Coordinator: Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. KSRE EEO Counselor: Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506.

Stacey M. Warner
Leader, Extension Operations