



## K-State Research and Extension, Department of Agricultural Economics and Kansas Farm Management Association

*Building Strong Relationships ... Producing Excellence*

### TITLE: EXTENSION AGRICULTURAL ECONOMIST, KANSAS FARM MANAGEMENT ASSOCIATION, SOUTHEAST

This is a joint appointment between KFMA SE and K-State Research and Extension

**LOCATION:** Chanute or Ottawa, Kansas

**RESPONSIBILITIES:** The foundation of the KFMA program is providing education and consultation to member farms in the area of farm business management. KFMA Economists strive to provide cooperating farms with resources to make informed financial, production, and tax management decisions. In order to achieve this goal, an Extension Agricultural Economist is expected to:

1. Develop and maintain a relationship with membership of approximately 80 cooperating commercial farms
2. Provide cooperating farms with:
  - Assistance with recordkeeping in order to develop a complete and accurate accounting of the farm, which is the foundation of all services provided
  - Regular, scheduled on-farm visits each year
  - An annual accrual whole-farm business analysis utilizing KFMA software to collect and process information
  - An annual economic analysis of farm enterprises
  - Benchmarks of farm performance in comparison to similar farms and/or industry standards
  - Guidance based on interpretation of whole-farm, enterprise, and benchmark analysis
  - Year-end tax planning and management
  - Tax preparation through Southeast Kansas Agricultural Tax Service (consulting leave days are taken from Extension position to complete this activity)
  - Guidance and recommendations in estate planning, farm succession planning, and business entity structure
3. Collect, process, and verify financial and production information from cooperating farms to be utilized by K-State Research and Extension for research, teaching, and other Extension programs
4. Market and promote KFMA by supporting county, area, and state Extension personnel with technical expertise in the area of farm business and farm income tax management
5. Participate in continuing education to expand farm income tax and farm management technical skills

### QUALIFICATIONS

**Required:**

- Bachelor's degree in Agricultural Economics, Agribusiness, Agricultural Education, Accounting, Finance or related field
- Minimum GPA of 3.0 (on a 4.0 scale) in all college coursework
- Minimum of 6 hours of coursework in accounting
- Ability to effectively communicate with individuals and groups
- Evidence of solid planning, prioritization and organizational skills
- Good understanding of production agriculture
- Ability to effectively utilize computer technology, software and applications
- Demonstrated expertise in understanding and communicating sound farm accounting principles and economic relationships in agriculture
- Strong attention to detail and the ability to maintain strict confidentiality
- Self-discipline to work independently, and flexibility to work as part of a team
- Ability to handle a workload that varies depending on the time of year (heavy workload required November-April)

**Preferred:**

- Income tax-related accounting coursework
- Farm income-tax preparation experience
- Master's degree in Agricultural Economics, Agribusiness, Accounting or related field or at least three years of acceptable performance in a position in Agricultural Economics, Agricultural Finance, Agribusiness, Accounting or closely related field

Applicants who meet the required qualifications, but do not meet the preferred qualifications for this position may be considered for an Associate Extension Agricultural Economist position with KFMA, SE. An Associate position is expected to successfully develop the skills and knowledge required for the position of Extension Agricultural Economist while providing 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 include:

1. Become proficient in farm record keeping systems used within the association (QuickBooks, Farmbooks, and Manual Record Book)
2. Learn to efficiently use proprietary programs and spreadsheets for farm economic analysis and tax planning (K-MAR-105 Analysis System, K-MAR-105 Depreciation, and Microsoft Excel)
3. Develop an understanding of agricultural accounting, estate planning, business entity structure, and income tax management as they apply to farm businesses
4. Learn KFMA SE procedures to collect, process, and verify information from member farm businesses in order to complete a whole farm and enterprise analysis
5. Complete requirements to achieve IRS Enrolled Agent status
6. Provide support to KFMA SE Extension Agricultural Economists as they deliver economic analysis and technical expertise to KFMA member farm businesses
7. Develop skills necessary to complete tax forms (Forms 1096/1099, W-2/W-3, 1040, 1065, 1120, and 1120S) through Southeast Kansas Agricultural Tax Service, Inc (Consulting Leave days taken from Extension position to complete final tax preparation)

**KFMA VISION:**

The Kansas Farm Management Association (KFMA), through its affiliation with K-State Research and Extension, will be the valued and trusted provider of integrated data management systems to apply critical thinking and strategic business planning for farm and ranch decision makers; and will be the premier source of farm-level economic data in the world.

**KFMA MISSION AND PURPOSE:**

- To work as an efficient team of economists, serving on the management team for KFMA member farms, as a farm business management resource
- To provide high quality and timely farm recordkeeping, financial analysis and tax management
- To achieve the goal of improved farm and family decision making, resulting in increased farm profitability and sustainability

**ABOUT KFMA SE:**

KFMA SE provides a farm business analysis educational program to member farm families in a 20-county area. Principal crops are wheat, corn, soybeans, and hay. Livestock enterprises in SE Kansas include beef, swine, and turkey production. Average farm size is 1,500 crop acres.

**APPLICATION DATE:** Screening of applications will begin on August 24, 2020 and will continue until the position is filled. The starting date is on or after October 5, 2020 and is negotiable with the KFMA, SE Board of Directors and KFMA Executive Director.

**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 is an unclassified position in the Department of Agricultural Economics, Kansas State University. The K-State benefit package includes a retirement plan, group health and life insurance, worker's compensation, vacation, sick leave and other benefits. For additional information on benefits, see <http://www.k-state.edu/hcs/benefits/overview/>.

Travel, which will be required for this position, is primarily within the KFMA SE association area but may occasionally involve overnight travel to other areas of Kansas. Reimbursement for travel and subsistence related to achieving program objectives including either use of an association provided vehicle or mileage reimbursement will be provided.

**HOW TO APPLY:**

Qualified persons are invited to apply at <https://careers.k-state.edu/cw/en-us/job/509482/> by completing the following:

- 1) Upload a letter of application
- 2) Upload a resume including contact information for 3 professional references. Each reference will be asked to upload a letter of support for the applicant
- 3) Upload official transcripts of all post-secondary course work

If selected for the position, the applicant will grant permission to Kansas State University's Human Capital Services to conduct a background check. Employment will be contingent upon the results of those findings.

For more information, contact: Mark Dikeman, Associate Director, Kansas Farm Management Association Program. Office: (785) 539-0373; E-mail: [dikemanm@ksu.edu](mailto:dikemanm@ksu.edu) The KFMA program website is [www.AgManager.info/KFMA](http://www.AgManager.info/KFMA)

**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: Jennifer Wilson, 121 Umberger Hall, Manhattan, KS 66506. KSRE EEO Counselor: Gregg Hadley, 123 Umberger Hall, Manhattan, KS 66506.