

**EXEMPT RECRUITMENT ANNOUNCEMENT**  
**Associate Director for Fiscal Planning**  
**Guaranteed Education Tuition Program**

**Reports to:** GET Director  
**Division:** **Guaranteed Education Tuition Program**  
**Classification:** Exempt  
**Closes:** May 21, 2015  
**Salary:** \$69,432-\$93,937, DOE

**Agency Profile**

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

**About the Program**

The Guaranteed Education Tuition Program (GET) allows families to purchase tuition units now, for use at a later date. These funds are invested and the account owner is guaranteed a return, which will cover tuition at some future date. GET offers a safe and secure opportunity to save for college, therefore increasing college affordability and reducing dependence on other forms of financial aid. The Committee on Advance Tuition Payment, commonly referred to as the GET Committee, governs the program. The Committee is composed of the Executive Director of the Washington Student Achievement Council, the State Treasurer, the Director of the Office of Financial Management and two citizen members.

With over 160,000 accounts, roles, fiduciary responsibilities, and management of the finance division has grown exponentially. The GET Program is considered a state major fund and has a fund balance of nearly \$3 billion.

**Mission:** GET serves Washington families by offering a safe and secure way to save for college.

**Vision:** We are committed to: encouraging stateside awareness and participation in GET, which is nationally recognized as a great college savings program. Excellence in customer service that supports families and student success. A positive work environment where employees are valued as individuals and supported in their work.

**Values:** Stewardship, Improvement, Respect, Teamwork, Well-being

### **About the Position**

The Associate Director for GET Financial Planning is responsible for directing the financial functions of the Program in accordance with Generally Accepted Accounting Principles (GAAP) the State Administrative and Accounting Manual (SAAM) , and state and federal law; in accordance with financial management techniques and practices appropriate for the GET Program (529 College Tuition Plan).

This position supervises the GET Program Accountant. Other employees may report to this position as necessary.

The Associate Director will work collaboratively with the WSAC Accounting and Budget Unit and the Senior Financial Policy Advisor to respond to emergent issues and will ensure all rules and regulations are followed and all financial reporting requirements are met with the highest standards and best practices. This position is responsible for the creation, oversight, and maintenance of a wide variety of financial reports and makes financial policy recommendations to the GET Director and GET Committee.

The Associate Director for Financial Planning is a new position that reports directly to the GET Director.

### **Primary Duties:**

#### Financial Development and Analysis

- Plan, develop, organize, implement, direct and evaluate the organization's financial analysis, accounting and reporting.
- Participate in the development and implementation of the program's and agency's strategic plan.
- Provide comprehensive financial analysis, accounting and reporting in collaboration with, WSAC Deputy Director, WSAC Accounting and Budget Unit, and IT team members.
- Conduct regular financial risk assessments; and develop and implement adequate mitigation plan and internal controls to reduce or eliminate financial risks.
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Evaluate and advise on the program's principle financial system (Banner) current and future capability to meet the program's financial needs.
- Develop best practices for financial reporting by providing timely and accurate analysis of budgets, financial reports, financial trends and program and legislative policies.
- Provide technical financial advice and information to key constituents both internally and externally.
- Provide strategic financial input and leadership on decision making issues affecting the organization, included research and evaluation of potential issues.
- Be an advisor from the financial perspective on any contracts into which the program may enter.
- Lead and direct the program's annual budget process.
- Analyze and make recommendations regarding data and various reports from the Office of the State Actuary, State Investment Board, Office of Financial Management, College Savings Plan Network and other internal and external users and providers on financial information and issues related to the GET Program.

- Serve as a liaison as needed to the State Actuary and State Investment Board on behalf of the GET Committee. Support the Accounting and Budget Managers as the agency's liaison with the Office of Financial Management and the State Auditor's Office.
- Conduct and/or analyze the preparation of studies and reports to determine trends, developments, procedures, operations, control, and other relevant financial issues.
- Collaborate with the Director of Policy and Government Relations to monitor legislative policies that could impact the program and coordinate and facilitate policy-related projects and research for the GET Committee.
- Consult with GET staff and serve as a resource for process improvement on policies related to the financial responsibilities of the program.
- Provide information for data requests to GET staff and external audiences as needed.
- Coordinate responses and necessary actions between GET team members, WSAC Government Relations Director, and legislative staff as needed.

### Supervision

- Develop and share authentic leadership skills with staff and co-workers. Empower others by creating a culture of authenticity, have honest conversations that build trust and engagement.
- Continually assesses employee's performance, recognizing good performance and intervening appropriately when performance is not acceptable. Provide weekly meetings, emails, and memos when necessary.
- Offer performance coaching and mentoring to direct reports and other staff to encourage ongoing skill and career development.
- Create and maintain an innovative and integrative work environment.
- Review and process all leave slips and time and attendance forms for subordinates.
- Develop, review, and/or complete annual Performance and Development Plans on a timely basis for subordinates.
- Participate in personnel decisions involving staff. Recommends hiring, dismissals, disciplinary action, position allocation, etc.
- Provide a year-end summary of task accomplishments and strategic goals for the upcoming year.

### **Required Education, Experience and Competencies**

- Bachelor of Arts - accounting/business degree and five years of related experience.
- Experience in financial data analysis.
- Strong financial management and accounting background.
- Experience in public speaking and giving presentations to legislators, boards, and other stakeholder groups.
- Ability to work effectively as a team member.
- Ability to work independently, apply and interpret laws, policies and procedures; use of good judgment in evaluating and making decisions.
- Ability to effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, coordinate work assignments with others, and inform manager when additional assistance may be needed.
- Ability to apply Lean or other process improvement methodology to projects.
- Ability to demonstrate ability to accurately and quickly enter data into a computerized database.
- Ability to possess good proofreading, error detection and correction skills.
- Ability and willingness to speak and communicate effectively with customers, managers, and co-workers.

- Ability to perform duties efficiently in a high volume, fast paced environment.
- Ability to interact harmoniously and productively with people within the immediate work unit and the entire WSAC agency.
- Ability to work independently, use good judgment in evaluating and making decisions; communicate effectively and maintain courteous attitude toward public and employees.
- Proficient in MS Office Word, Outlook and Excel.

**Preferred/Desired Education, Experience and Competencies:**

- Understand SCT Banner capabilities.
- Understand 529 college savings plans.
- MBA or CPA.
- Experience with AFRS (state accounting system).
- Proficient in Access.

**Application Procedures**

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. **Letter of Application.** A letter of application that addresses how you meet the required education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. **Resume.** A detailed resume including all educational and professional experience.
3. **References.** A list of names, titles, and current telephone numbers of three (3) employment references.
4. **Authorization to Release Information form.\***
5. **Affirmative Action Form (optional).\***

\*These forms can be found on our website at: <http://wsac.wa.gov/employment>

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only** with "GET Associate Director" in the subject line. If your submission is in a PDF file format, please put the optional affirmative action form in a separate file.

**Fax:** (360) 704-6202 | **Email:** [HumanResources@wsac.wa.gov](mailto:HumanResources@wsac.wa.gov)

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**Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.**