

Appointment Type: Classified Position  
Division: Administration  
Salary Range: \$3,276 to \$4,296 per month  
Work Schedule: Full-time  
Location: Olympia  
Opening Date: 02/13/2012  
Review Date: 02/21/2012  
Closing Date: 02/27/2012 (However, once a sufficient pool of applicants is identified, this position may be closed without further notice.)

***\*IMPORTANT NOTE – Temporary Salary Reduction: From July 1, 2011 to June 29, 2013 a 3% temporary salary reduction is in effect for most state positions. Salary reduction IS reflected in the salary listed above. For more specific information, visit, <http://www.dop.wa.gov/CompClass/TempSalaryReduction/Pages/default.aspx>***

## **AGENCY PROFILE**

The Higher Education Coordinating Board (HECB) is a ten-member citizen board that administers all of the state's student financial aid programs and makes recommendations to the Legislature and Governor on higher education policy. The HECB assesses the state's higher education needs and recommends enrollments and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the individual interest of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The HECB also approves new degree programs offered by the public four-year schools and administers other higher education programs that serve the public.

## **GENERAL POSITION DESCRIPTION**

The Fiscal Analyst 3 provides guidance and advice to accounting and program staff to ensure compliance with agency directives and policies, Generally Accepted Accounting Principles (GAAP), the State Administrative and Accounting Manual (SAAM), and state and federal rules and regulations, while maintaining a high level of service to the customers of the HECB's programs and policy efforts.

Under the direction of the Accounting Manager, the Fiscal Analyst 3 position leads accounting and program staff in all phases of accounting, including: receivables, payables, revenues, disbursements, payroll, purchasing, inventories, and travel. This position participates in the development and implementation of systems within the agency to comply with internal controls and to ensure expenditures and disbursements are for lawful and proper purposes and are recorded in a timely manner. This is a classified position governed by Department of Enterprise Services rules and regulations and the Fair Labor Standards Act.

## MINIMUM QUALIFICATIONS

### Education and Experience

- A Bachelor's degree, including 18 quarter hours or 12 semester hours in accounting, auditing, or budgeting AND three years of relevant professional experience. Professional accounting experience in a state agency may substitute for education but not for required credit hours.

### Skills, Knowledge and Abilities

- Working knowledge of governmental accounting and state government financial reporting requirements.
- Advanced proficiency in SAAM, AFRS, HRMS, and Enterprise Reporting.
- Demonstrated ability to adhere to GAAP, and to interpret and follow agency, state, and federal policies and procedures.
- Ability to verify all financial transactions for completeness and accuracy.
- Ability to lead, inspect, and audit or guide the work of others with responsibility for meeting certain standards of performance related to accounting and payroll.
- Skill in developing and maintaining complex spreadsheets.
- Ability to design, follow, and explain internal control procedures.
- Demonstrated ability to work effectively with a variety of personalities and professionals at all levels.
- Ability to work independently, set priorities, and meet deadlines.
- Ability to communicate and work effectively with management, program staff, and accounting staff. Must be able to communicate effectively with management, peers, and vendors and external customers as required to carry out the assigned duties of the position.

## DESIRED QUALIFICATIONS

- Experience with 1099 and 1098 reporting requirements.
- Experience filing contracts in the Personal Service Contracts Database.

## SALARY RANGE AND BENEFITS

The salary range for this position is **\$3,276 to \$4,296** per month (Range 50). Benefits include comprehensive health and insurance provisions, federal social security and state retirement contributions, vacation and sick leave programs.

## APPLICATION PROCEDURES

*To be considered for this position, applicants must:*

1. Look for this job on <http://careers.wa.gov> and submit the online application.
2. Complete the Supplemental Questionnaire.
3. Attach a **cover letter** that specifically addresses how you meet the qualifications for the position.
4. Attach the names and telephone numbers of three employment references.

## SUPPLEMENTAL INFORMATION

- Carefully review your application before submitting.
- You may NOT reapply to this posting for 30 days.
- The initial screening will be solely based on the contents and completeness of the “work experience” section of your application in [careers.wa.gov](https://careers.wa.gov), completeness of the application material submitted, and responses to the supplemental questionnaire.
- A resume will not substitute for completing the “work experience” section of the application.
- All information may be verified, and documentation may be required.
- 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.

## QUESTIONS?

Technical questions or issues with the NEOGOV website: Contact the Department of Enterprise Services at (360) 664-1960 or (877) 664-1960.

### **OR**

Specific questions about the position: Contact Karen Moton-Tate at the Higher Education Coordinating Board at (360) 753-7802 or [Karenm@hecb.wa.gov](mailto:Karenm@hecb.wa.gov).

*The Higher Education Coordinating Board is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at (360)753-7802 as early as possible regarding any assistance you may require.*