

<p>WASHINGTON STUDENT ACHIEVEMENT COUNCIL</p>

FISCAL TECHNICIAN SUPERVISOR

Appointment Type:	Permanent Classified Position
Classification:	Fiscal Technician Supervisor
Division:	Administrative Services
Salary Range:	\$2,520 to \$3,276 per month (Range 39)
Work Schedule:	Full-time
Location:	Olympia
Opens:	July 26, 2012
Closes:	Rating of applications will begin immediately and will continue until the position is filled. Please submit your application by August 3, 2012 for guaranteed consideration.

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. The Council is composed of nine members: five members who represent the public, including one student member, and four members who represent, respectively, the community and technical colleges, the public baccalaureate colleges and universities, the independent non-profit colleges and universities, and the Office of the Superintendent of Public Instruction. 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.

UNIT PROFILE

The Accounting team is charged with controlling and administering the fiscal, cash management, and accounting reconciliation functions of the Washington Student Achievement Council in accordance with Generally Accepted Accounting Principles and state and federal requirements. The Student Achievement Council is located near the Thurston County courthouse on the west side of Olympia. More information about us can be found on the website at <http://www.wsac.wa.gov/>.

GENERAL POSITION DESCRIPTION

The Fiscal Technician Supervisor is an integral part of the Accounting Team and supports the Accounting staff by ensuring cash receipts are recorded on a daily basis, purchasing requests and furniture orders are completed within required deadlines, and warrants are mailed in a timely manner. This position supervises one or more State Work Study (SWS) Fiscal Technician positions. The Fiscal Technician Supervisor reports to the Accounting Manager.

Major Responsibilities

- Process daily deposits, including bank cards. Inform appropriate employees and agencies of the cash receipts following WA State rules and regulations including internal control procedures.
- Perform a variety of tasks in WA State Agency Financial Reporting System (AFRS).
- Process and mail warrants and related documents to vendors, employees, and students.

- Supervise and provide sufficient training for SWS students and temporary fiscal tech employees.
- Maintain and update the complex deposit spreadsheet with accurate information.
- Provide exceptional customer service to both internal and external customers.
- Provide administrative support to the Accounting and Budget unit.

QUALIFICATIONS

Required Qualifications

- High School Diploma or GED certificate
- Fifteen quarter hours or ten semester hours of college-level accounting or bookkeeping
- At least two year of experience working in a business or accounting office
- Demonstrated proficiency in MS Word and Excel
- Ability to multi-task, prioritize work and complete in an accurate and timely manner
- Ability to create and maintain a desk manual with procedures that are written in plain talk
- Demonstrated ability to streamline processes while following proper procedures
- Ability to work independently and as part of a team
- Ability to prioritize workload and projects to ensure tasks are performed in accordance with predetermined deadlines

Preferred/Desired Education, Experience and Competencies

- Ability to navigate in Outlook, AFRS, Enterprise Reporting, Toolbox, and the Treasury Management System
- Ability to create and/or maintain a desk manual of accounting procedures
- Ability to understand and utilize the correct agency coding structure
- Ability to locate and interpret information in SAAM manual, purchasing manual, policies and procedures as it pertains to the Fiscal Technician Supervisor position
- Supervisory or lead worker experience

Competencies

- Teamwork – Be reliable and responsible, be proactive in your learning and participate in training opportunities, and take initiative when necessary. As a member of the team, demonstrate a positive demeanor when adapting to a changing work environment and workload.
- Accountability – Accept personal responsibility for the quality and timeliness of your work, make the best use of available time and resources, appropriately balance quality of work with ability to meet deadlines, and accept responsibility for mistakes or errors.
- Effective communication – Maintain positive interpersonal relations with all staff, superiors, and internal and external customers; accurately summarize what others have said. Follow accepted rules of language regarding spelling, word usage, and sentence structure. Consistently provide customer satisfaction and without excessive personal conversation. Advise supervisor of any needs or concerns.
- Stress tolerance – Effectively handle highly stressful situations, make good decisions, and work efficiently and effectively.
- Self direction – Take initiative in learning with and without assistance from others. Demonstrate ability to work independently and make independent decisions.

APPLICATION PROCEDURES

To apply for this position you **MUST** complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

1. A cover letter describing how you meet the qualifications and competencies of this position (generic cover letter will not be accepted)
2. A current resume (please make it succinct)
3. Three professional references (personal references do not count as professional)

Initial screening will be based solely on the information contained in your application. Incomplete applications will not be considered. You should keep a copy of your application for your files.

QUESTIONS?

For questions about this position contact Karen Moton-Tate at Karenm@wsac.wa.gov or call (360)753-7802.

SELECTION PROCEDURES

All applications will be reviewed and ranked based on relevant training and experience. A limited number of the highest-ranking applicants will be admitted to the next screening phase. Rating of applications will begin immediately and will continue until the position is filled. Please submit your application by August 3, 2012 for guaranteed consideration.

The Washington Student Achievement Council 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 call (360)753-7802 as early as possible regarding any assistance you may require.