



Recruitment Announcement
Fiscal Technician 1
Accounting

Division: Accounting and Budget
Classification: Classified
Salary: \$19,170 – \$24,687
Schedule: Part Time - 30 hours per week
Closes: March 3, 2016

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 Division:

The Administrative Services division recommends and implements effective and efficient practices throughout the agency, while upholding statewide rules and regulations, in accounting, budgeting, contracting, facilities, equipment, records management, human resources, programming, telecommunications and data network infrastructure, data management, purchasing, and grant compliance management services.

A major function of the Accounting department is to ensure the integrity of WSAC's financial data. Accounting staff develop and implement accounting procedures designed to provide reliable financial reports and accountability for state resources (assets). As mandated by WSAC's federal grants, accounting staff also coordinate and execute statewide rules and regulations with federal laws.

About the Position:

The Fiscal Technician position is part time, working 30 hours a week.

The Fiscal Technician reports to the Fiscal Technician Supervisor. This position provides support to the Accounting and Budget team to meet daily workloads and deadlines by performing a variety of accounting related duties. Under the direction and supervision of the Fiscal Technician Supervisor this position will perform tasks and accomplishing various special projects as they arise.

Work Activities:

60% of this Position:

Verifies and prepares accounts payable and financial aid payment batches for the mailing of warrants.

Receive and distribute incoming mail to appropriate accounting staff each morning and afternoon.

Prepare and enter financial data into the State wide Accounting System.

Copy and file documents to maintain accounting office and other staff files, to include Laserfiche files.

Support with preparation and distribution of various accounting reports and update a variety of spreadsheets for tracking purposes.

20% of this Position:

As the back up to the Fiscal Technician Supervisor, processing daily cash activities and deposits.

10% of this Position:

Assist with processing Field Orders and processing office supplies and dealing with Surplus items that need to be disposed of during the course of business.

10% of this Position:

Assist with other projects as assigned.

Required Education and Experience:

- High School Graduation or GED equivalency
- Work well under pressures with deadlines
- The ability to work independently with minimum supervision
- The ability to work as part of a team
- Strong attention to detail to ensure accuracy
- Knowledge of and ability to follow office procedures when completing tasks
- Communicate effectively and respectfully in a team environment
- Experience with Word and Excel software

Preferred/Desired Education and Experience:

Two years' experience in applying practical accounting principles in an office setting.
Associate Degree or Bachelor of Arts Degree in Accounting
Experience in Agency's Financial Reporting System (AFRS)

Core Competencies:

- Attention to detail
- The ability to function in a fast-paced and high-demand work environment
- A professional record of high efficiency
- The ability to self-assess and a commitment to constant process improvement
- A collegial demeanor and a good sense of humor
- A demonstrated ability to work effectively independently and as a contributing member of a team

Application Procedures

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

1. A cover letter describing how you meet the required and desirable education and experience of this position.
2. A current resume.
3. Names and phone number of three professional references.
4. Complete the supplemental questions.

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. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.

Questions?

For questions about this recruitment contact Alisha Rollins at Alishar@wsac.wa.gov, or you may call 360-753-7857.

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.