

**Washington Student  
Achievement Council****Finance Coordinator  
Guaranteed Education Tuition Program**

Appointment Type:	Exempt
Classification:	Finance Coordinator
Division:	Guaranteed Education Tuition Program
Salary Range:	\$2,385.00 - \$3,400.00
Work Schedule:	Full-time
Location:	Olympia
Opens:	November 2, 2012
Closes:	November 13, 2012

**AGENCY PROFILE**

The Washington Student Achievement Council (WSAC) 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 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.

**GENERAL POSITION DESCRIPTION****About the Guaranteed Education Tuition (GET) Program**

The GET Program allows families to purchase tuition units now for use at a later date. These funds are invested and the purchaser is guaranteed a return that will cover tuition at some future date. The Committee on Advanced 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.

The purpose of the Finance Unit is two-fold:

1. To process all incoming payments and post them to the appropriate accounts, which includes making changes to accounts with conversions, re-posting of payments, refunds, cancellations, and other minor account corrections.
2. To coordinate the use of GET benefits with the account owners and student beneficiaries, which includes the processing of incoming payment requests and communication with participating schools.

## About the Position

This position will provide assistance with the financial components of the program, primarily processing all incoming payments. Duties will be shared with another finance coordinator.

## Essential Functions:

- **Work hours**  
Hours for this position are 8:00 a.m. to 5:00 p.m.
- **Accurate and timely processing of incoming payments and account adjustments**
- **Exceptional customer service to both internal and external customers**  
Responding to email requests in a timely manner.  
Timely and thoughtful responses to internal and external customers.  
Coordination with co-workers and supervisor to ensure timely month-end and year-end statistics.
- **Back-up duties**  
Act as back-up to other finance coordinator who also processes incoming payments.
- **Other duties as assigned**  
Perform other related duties as assigned by Finance Manager.

## QUALIFICATIONS

### Required

- An Associate of Arts, Bachelor of Arts, or Bachelor of Science degree and one year of full-time experience in a professional fiscal capacity.
- Knowledge of computer programs, including MS Office Word and Excel.
- Work effectively as a team member.
- Able to work independently; apply and interpret laws, policies and procedures; use good judgment in evaluating and making decisions.
- Effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, coordinate work assignments with others, and inform supervisor when additional resources are needed.
- Ability and willingness to speak and communicate effectively with customers, supervisors, and co-workers; to maintain a courteous attitude toward public and program staff; and to interact harmoniously and productively with GET co-workers and the entire WSAC agency.
- Perform duties efficiently in a high volume, fast-paced environment.
- Follow program guidelines for requesting leave.

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

- An Associate or Bachelor of Arts degree in Accounting or Finance.
- Experience with the SCT Banner System and the State's Agency Financial Reporting System (AFRS) a plus.

## SALARY AND BENEFITS

The salary for this position is commensurate with experience. The State of Washington offers a generous benefits package, worth about 30% of the salary, that includes medical, dental, life, and long-term disability insurance; vacation, sick, military, civil, and shared leave; 11 paid holidays per year; a state retirement plan with generous employer contributions; optional Deferred Compensation Program for tax-deferred retirement investments; and optional Dependent Care Assistance and Medical Flexible Spending Accounts.

## 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 which addresses how you meet the qualifications described in this announcement.
- 2. Supplemental Questionnaire**
- 3. Resume.** A detailed resume including all educational and professional experience.
- 4. References.** A list of names, titles and current telephone numbers of three (3) employment references.
- 5. Authorization to Release Information form.**
- 6. Affirmative Action Form (optional).**

***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.*

## APPLICATION CLOSING DATE

Applications due by November 13, 2012 at 5:00 p.m.

Applications may be mailed or delivered to the above address or faxed to (360) 704-6202. They may also be submitted in electronic format to: Karenm@wsac.wa.gov. Please type "FINANCE COORDINATOR" in the subject line.

*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 contact us at (360) 753-7802 as early as possible regarding any assistance you may require.*

## Finance Coordinator Supplemental Questionnaire

1. Do you have an Associate's of Arts degree or higher?
  - Yes
  - No
2. Do you have experience working in a professional fiscal capacity?
  - Yes
  - No
3. If yes, please briefly describe your professional fiscal experience.
4. Select the answer below that best describes your experience with Microsoft Word.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)
5. Select the answer below that best describes your experience with Microsoft Excel.
  - Beginner (little or no experience, but interested and willing to learn)
  - Developing (working knowledge)
  - Skilled (working knowledge, uses software frequently)
  - Expert (exceptional knowledge, recognized as expert user)

## AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Washington Student Achievement Council, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Council to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AFFIRMATIVE ACTION DATA SHEET

Please complete and return this form with your employment application package. This is an optional form. You may choose not to complete this form.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

Friend or neighbor       WSAC Website       Newspaper or other publication\*  
 Dept of Personnel       WSAC Job line       An organization electronic  
 Other State Agency\*       Other\*      notice\*

\*Please specify web site, organization, newspaper, publication or other source here:

The Washington Student Achievement Council is an equal opportunity employer. The Council's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Council requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

**This information will be separated from your application and handled confidentially.**

Please check any/all of the following that apply:

Male       African American/Black       Vietnam Era Veteran  
 Female       Asian/Pacific Islander      (served 180 days or more  
 Age 40 or older       Caucasian/White      between 2/28/61 and 5/7/75 and  
 Person with a       Hispanic/Latino      does not have a dishonorable  
disability       Native American/  
American Indian/  
Alaska Native       Special Disabled Veteran  
(30% or more disability)