

STATE WORK STUDY FISCAL TECHNICIAN

Hourly Wage: \$11.89

Division: Administrative Services Division, Accounting Department

Opening Date: May 16, 2012

Application Deadline: As soon as possible. The position will remain open until filled.

GENERAL POSITION DESCRIPTION

The Higher Education Coordinating Board is currently hiring for a State Work Study – Fiscal Technician position with the Accounting department. Hours will be part-time (up to 19 hours per week) depending upon the successful candidate's award amount.

The successful candidate will be exposed to state government operations and basic accounting functions through this position. The ability to work with computer systems will provide students with experience using web and server-based computer systems and applications. Experiences gained will also include: working in a team environment, involvement in special projects, and development of marketable workplace skills.

RESPONSIBILITIES

This position provides support to the Fiscal Tech Supervisor by assisting with the day-to-day accounting functions of the HECB Accounting department.

Primary Duties:

- Prepare daily incoming cash and checks for deposit to the State Treasurer's Office
- Upload payment and journal voucher documents into AFRS
- Verify and prepare documents for accurate mailing of warrants (checks) daily
- Maintaining accounting and payroll files, including copying, filing and distribution
- Assist with assembly and distribution of payroll on state paydays

Secondary Duties:

- Assist with the preparation and distribution of daily mail
- Organize documents and files for archival preparation
- Assist in receiving agency office supplies and arranging supply room for neatness

QUALIFICATIONS

Required Qualifications:

- Applicants for this position must be eligible for participation in the State Work Study program.
- The ability to maintain a high degree of confidentiality and professionalism.

Desirable Qualifications:

- The ability and funding to work approximately 15 hours per week during the school term.
- Career interest in public administration, accounting or business.
- The ability to work independently with minimum supervision, and the ability to pay attention to detail.
- Experience with Word and Excel software.
- Candidates should have a good work ethic and desire to gain some valuable work experiences that will assist them in their career advancement.

To apply, please send a copy of your resume, available schedule, and State Work Study award information to Karen Moton-Tate by e-mail at karenm@hecb.wa.gov, or by fax at (360) 704-6202. You may also contact Karen by phone at (360) 753-7802 if you have any questions.