



Appointment Type: Permanent
Working Time: Full Time
Reference Code: nb00019428*
Opening Date: 10/28/2009
Closing Date: 11/11/2009



Fiscal Analyst 1, Dept of Ecology, Lacey WA **\$2,663 to \$3,459 per month (Range 40)**

Agency Information

MISSION AND VISION

The Department of Ecology's mission is to protect, preserve and enhance Washington's environment, and promote the wise management of our air, land and water for current and future generations.

This means protecting both humans and the environment from pollution; restoring and preserving important ecosystems that sustain life; and finding ways to meet human needs without destroying environmental resources and functions. Fundamental to achieving these results lies in our everyday interaction with citizens, stakeholders, and the public we regulate. We treat our customers as partners and collaborators: provide respectful and prompt service; explore creative solutions for the best results; and act with integrity. Also critical is maintaining effective infrastructures and a workforce that is committed, productive and successful. We invest in our employees to create and sustain a working environment that encourages creative leadership, teamwork, professionalism and accountability.

The citizens of Washington trust that the Department of Ecology supports and assists them in promoting the sustainable environmental and economic well being of the state. That trust, coupled with our effectiveness, helps Ecology to continue to receive the support it needs to advance our environmental mission.

To learn more about our Agency, please visit our website at: www.ecy.wa.gov.

POSITION INFORMATION:

There is one current vacancy with the Department of Ecology, Financial Services, Accounts Payable Unit of the Fiscal Office, at HQ in Lacey Washington.

Duties

This position is part of the Accounts Payable Unit which is responsible for 1) Payment of employee travel expenses; 2) Payment of agency airfare expenses; 3) Payment to other state agencies and private vendors for goods and services purchased via Field Orders, Purchase Requisitions, Printing Requisitions or Letter Agreement; 4) Payments on lease purchase transactions using the Certificate of Participation (COP) process via the Office of the State Treasurer; and 5) Allocation of costs among operating programs.

This position may perform any unit duties consistent with the Fiscal Analyst 1 level, but typically focuses on training/tuition

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payments, automotive, and other vendor payments.

Reviews financial records and performs a full range of accounting functions for all vendor accounts assigned to this position, such as encumbering, liquidating documents, and accruing documents, reviewing invoices for the proper purchasing authority, for the proper authorization for payment and entering payment information into automated financial systems. Ensures that all invoices authorized for payment have the correct sub-sub-object coding, OMWBE coding, cost allocation distribution, and Super Index Code (SIC) information. Ensures compliance with Office of Financial Management (OFM) policies and procedures. Develops and implements appropriate internal controls and procedures to eliminate duplicate payments to vendors.

Analyzes and interprets expenditure reports from the Statewide Accounting System (AFRS) and Disbursement Reporting System (DRS) to assure higher level staff that the records contain correct data. Designs and maintains various computer spreadsheets to support vendor payments. Reconciles the spreadsheets with reports issued by AFRS or other automated systems. Assists in the design and implementation of minor accounting systems and reports. Uses shared databases such as The Purchase Tracking System, the Telephone/Pager Tracking System, the Journal Voucher Log System, the Batch Number Log System, Training & Development Request System, and various other Accounts Payable Subsidiary Financial Systems. Uses the spreadsheets or data from the various systems to prepare required or on demand reports of expenditure data for agency management or external requests. Other duties as required.

Qualifications

REQUIRED

- > At least 18 quarter or 12 semester hours of college-level accounting.
- > Basic proficiency using agency-standard Microsoft Office products including Word, Excel, Access and Outlook; is able to create, edit, modify, save, and delete documents and spreadsheets; includes locating and accurately modifying existing files and templates for reuse.

DESIRED

- > 30 quarter or 20 semester hours of college-level accounting and one or more years of relevant experience.
- > Accuracy and attention to detail.
- > Intermediate proficiency with agency standard software applications and systems.
- > Ability to use a 10-key calculator by touch.
- > Ability to prioritize tasks and organizational skills to create and maintain unit files.
- > Reliability to be on the job and be a productive team member in a busy unit with deadlines and seasonal work load issues.

Special Notes

To ensure consideration for this position, you must apply electronically at www.careers.wa.gov using reference code

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NB00019428* and submit the following materials as attachments (ATTACHMENTS TAB) by November 11, 2009

1. A completed E-Recruiting Profile with work history. (A resume does NOT substitute for the profile.)
2. A cover letter describing how you meet the requirements for this position, using a maximum of 1,000 words. Please address the duties of the position and the desirable qualifications. Please discuss your college-level Accounting.
3. A copy of your college transcript(s) showing your college-level Accounting credits.
(This may be an unofficial online transcript; it does NOT need to be a sealed, certified copy. Html or pdf formats are acceptable, or a screen print into Word. Please do not paste text from the internet into Word.)
4. A list of three work-related references (i.e., Supervisor, Peer, Customer), with current phone numbers.

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information

UNION SECURITY

This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees (WFSE) and pay dues or as a non-member pay agency shop fee, non-association fee or a representation fee. The union shop provision shall be effective no later than the 30th day following the effective date of the appointment.

For more information: <http://www.dop.wa.gov/JobSeekers/UnionInformation.htm>

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 407-6186.

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