



**Appointment Type:** Non-Permanent  
**Working Time:** Full Time  
**Reference Code:** nb00019479\*  
**Opening Date:** 10/28/2009  
**Closing Date:** 11/11/2009



## **Fiscal Analyst 2, Dept of Ecology, Lacey WA** **\$2,920 to \$3,819 per month (Range 44)**

### **Agency Information**

#### MISSION & 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](http://www.ecy.wa.gov).

#### POSITION INFORMATION:

There is one current vacancy with the Department of Ecology, Financial Services, Payroll & Time Accounting Unit of the Fiscal Office at HQ in Lacey, Washington. The duration of the non-permanent position is up to 17 months.

### **Duties**

This position will be assigned several areas of responsibility, but typically focuses on recording the monthly accrual and disbursement of employee salary and benefit cost distribution of employees, as well as volunteer benefits, salary, and benefit coding corrections; assists timekeepers with training and ensures deadlines are met. This position will also assist in auditing the work of the Fiscal Analyst 1 positions.

All activities and tasks require the ability to understand, interpret, and describe various state and federal laws, rules, regulations, publications, systems, acts, and agreements as they affect payroll, labor distribution, and leave. Including, but

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not limited to: Washington State Civil Service Rules, Administrative and Accounting Manual, Retirement Systems, Payroll Systems, WFSE Collective Bargaining Agreement; federal Internal Revenue Service and Fair Labor Standards Act.

#### Labor Distribution

This position is responsible for the monitoring and maintenance of the Department of Ecology's Time Accounting/Labor Distribution System. The Time Management System (TMS) moves payroll and related costs recorded in "clearing codes" to the actual cost centers where the employee recorded their time worked, for proper account code distribution. The resulting reports and adjusted data are used for ongoing management/budget review (and preparation), as well as accuracy in reported costs incurred against federal grants and other receivable agreements.

- > Using the TMS, processes the accrual, reversal, and disbursement journal vouchers to record salary, benefits, and FTEs into AFRS according to fiscal month deadlines.
- > Analyzes, interprets, and reconciles TMS Reports, AFRS Accounting Reports, and Payroll Reports for accuracy; identifies and researches any discrepancies; prepares and inputs necessary correcting documents to ensure the accuracy of Ecology's payroll and time accounting functions.
- > Prepares and inputs Journal Vouchers (JVs) into AFRS to adjust costs for salaries, benefits, and FTEs as requested by revised final timesheets or budget planners.
- > For each semi monthly pay period, monitors timesheet entry by agency timekeepers, contacts timekeepers to determine entry status, and prepares exception report for timesheet not entered by deadlines for agency management.

#### Payroll

Assists in the preparation of semi-monthly payroll to agency employees by:

- > Creating the GAP1 interfaces from TMS to HRMS each day 1 of payroll processing to transfer employee leave for all employees and working hours for part-time employees.
- > Creating leave reports from the TMS to identify employees who have leave without pay on their semimonthly timesheets and report the leave without pay to the appropriate payroll specialist.
- > Auditing data entry of the payroll specialists for accuracy.
- > Based upon completed Innovative Work Schedule Forms, enters employee schedule changes into the HRMS.
- > Creates various reports from the TMS and HRMS to validate accuracy of payroll, leave, and benefits.
- > Reconciles the results of the GAP1 interface and makes necessary corrections to HRMS or TMS.

May assist in data entry into the HRMS due to high workload or absence of payroll specialists.

#### Other

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- > Volunteer reporting: Establishes, monitors, and maintains agency records relating to volunteers. Develops and revises financial reports tracking volunteer information for quarterly Medical Aid payment and reporting.
- > Provides back-up coverage for other Fiscal Analyst 2 in Payroll/Time Accounting Unit.
- > Performs miscellaneous office duties, such as filing, archiving, photocopying, and bulk mailings of payroll information such as retirement and health care information to agency employees.

## Qualifications

### REQUIRED

- > At least 18 quarter or 12 semester hours of college-level accounting.
- > Basic proficiency using Microsoft Office products including Word, Excel 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.
- > Ability to use a 10-key calculator by touch.
- > Knowledge and experience with HRMS or comparable payroll/HR system.

## Special Notes

To ensure consideration for this position, you must apply electronically at [www.careers.wa.gov](http://www.careers.wa.gov) using reference code NB00019479\* 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 desirable qualifications for this position, using a maximum of one page. Please include the number of college-level Accounting credits and specify whether quarter hours or semester hours.
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.

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## 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.