



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00019553*
Opening Date: 11/06/2009
Closing Date: 11/22/2009



Senior Financial Advisor, WMS Band 02- Department of Ecology, Lacey WA \$5172-\$6543 per month (WMS Band 02)

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

POSITION INFORMATION:

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

Duties

This position reports to the agency fiscal manager in the fiscal office. This position provides senior-level financial analysis, policy and procedure development. Prepares agency-wide communication and implementation strategies on financial/budget issues having agency-wide impact to ensure financial integrity, stability and accountability for the agency. Analyzes new or updated statewide financial systems administered by the Office of Financial Management, the Office of the State Treasurer, the Department of Personnel, the Department of Information Systems, the Department of General Administration, and others to determine the impact to Ecology, and provides implementation recommendations. Analyzes

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agency business and financial practices that impact the financial infrastructure of Ecology, makes recommendations for improvements, and implements final recommendations.

Qualifications

Required:

- > A minimum of 20 semester or 30 quarter hours in accounting.
- > Five or more years of professional-level experience in state accounting.
- > Thorough knowledge of and ability to effectively utilize state accounting systems, state laws, policies and procedures regarding fiscal and administrative issues, and federal laws impacting financial activities.
- > Demonstrated knowledge of appropriation, allotment and budget processes within state government.
- > Demonstrated ability to communicate effectively, work collaboratively with, and present complex financial material to all levels of management and staff.
- > Demonstrated ability in process development/improvement and implementation.

Desired qualifications:

- > A bachelor's degree in business administration, public administration or closely-related field.
- > Three or more years of experience supervising or leading fiscal positions.
- > Demonstrated knowledge of federal grant management, cash management, and revenue management.
- > Demonstrated knowledge and understanding of federal and state laws and rules regarding compensation and pay.
- > Demonstrated knowledge of contracting and procurement laws and procedures.
- > Experience in designing expenditure and revenue codes and reports that will meet state requirements and the needs of agency management.
- > Ability to negotiate with and influence both internal and external customers and entities by utilizing negotiation skills and/or effective oral and written communication skills, while maintaining a recognized level of trust, respect, and confidentiality.

Special Notes

To ensure consideration for this position, you must apply electronically at www.careers.wa.gov using reference code NB00019553* and submit a completed Profile AND the following materials as attachments (WITHIN THE ATTACHMENTS

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TAB) by November 22, 2009.

Besides completing the Profile, interested applicants must submit the following:

- > A letter describing how your knowledge, skills, and abilities meet the position's job duties and desirable qualifications.
- > A current resume. (The resume does not substitute for the profile.)
- > A minimum of three current references (one supervisor, one peer, one subordinate, if applicable) with current telephone numbers.
- > A response to each of the following questions. (Total response to all questions must be no more than three pages.)
 1. Describe your experience analyzing a business function in need of improvement. List the problems you identified, explain the specific steps you recommended for improvement, and explain why you made those recommendations.
 2. Describe your experience in creating clearly written messages for distribution to staff or customers explaining a new or updated policy or procedure or guideline or directive. How often have you had to write such messages? If possible, provide an example of one you have done.
 3. Describe your experience in working on teams or in groups to accomplish a specific objective. Discuss those factors you believe are important for the success of a group. Describe your contributions to the success of a group.

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

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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