



WASHINGTON STATE  
 "Your employer of choice"

Office of Financial Management  
 Olympia, Washington

**NOW HIRING**

Position closes 10/31/2016

**FISCAL TECHNICIAN**  
**Part-Time**

**EXEMPT RECRUITMENT**

The Office of Financial Management is a non-represented agency. If you previously have applied for a position with OFM and are interested in this position, please reapply.

*Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.*

**SALARY AND BENEFITS**

Salary range of consideration: \$13.68 - \$18.06 hourly plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

**PROCESS**

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

**Interested applicants should submit the following:**

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:  
<http://ofm.wa.gov/jobs/SupplementalProfileData.doc>



**Please send completed application packets by mail, fax or email to:**

Office of Financial Management  
 Employee Services  
 PO Box 43113  
 Olympia, WA 98504-3113  
 Fax: 360-586-0051  
 Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

The Office of Financial Management provides vital information, fiscal services and policy support that the Governor, Legislature and state agencies need to serve the people of Washington State. Many of the tasks performed by this position relate to payments to/from other agencies.

Responsible for the accurate and timely processing of all accounts receivable invoices for the Office of Financial Management (OFM) and the Office of the Governor.

- Creating, posting, and mailing accounts receivable invoices.
- Preparing one-time and recurring invoices using the Accounts Receivable system.
- Researching discrepancies regarding past due accounts and processing corrected entries as needed.
- Maintaining the accounts receivable log for each recovery interagency agreement.

Responsible for verifying the accuracy of daily batch processing.

- Printing daily EOS reports and matching up EOS reports with the correct payment batches.
- Verifying the results of the data entry match with the intended results of the batch (correct vendor paid, coding used, etc.).
- Filing batches in the proper location.

Responsible for processing mail for the unit.

- Opening the mail, date-stamping invoices and all supporting documentation, and sending invoices to the correct staff person for approval to pay.
- Logging checks into the cash receipts log.

Research questionable account balance and accounting transactions.

- Using the appropriate statewide system (Enterprise Reporting, AFRS, TEMS, etc.), running reports and researching account balances and accounting transactions that may need to be corrected.

Assist in general office tasks.

- Provide assistance in routine office tasks as requested.

## QUALIFICATIONS AND CORE COMPETENCIES

### Preferred/desired qualifications

- Have eight quarter or 12 semester hours in accounting, auditing, or budgeting and one to two years of relevant professional experience;
- Have the ability to research and analyze information from multiple sources;
- Understand the importance of providing high quality customer service;
- Have the ability to work both independently and as a member of a unified work unit, as well as the ability to seek and follow direction from the supervisor;
- Maintain a professional and confidential manner at all times;

- Be flexible and adjust to shifting priorities while maintaining a positive and productive outlook;
- Have the ability to anticipate schedules and deadlines and prepare materials/documents in advance;
- Have strong technical skills in order to produce high quality work products using multiple types of Microsoft office products; and
- Have the ability to complete multiple and high priority assignments by utilizing good judgment, managing priorities, and meeting deadlines.

### **Core competencies**

- Demonstrated ability to solve problems using proven methods
- Commitment to continuously improving processes

*The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.*