WASHINGTON STATE
"Your employer of choice"

Office of Financial Management
Olympia, Washington

NOW HIRING

Position opens until filled. However, first review will be November 29, 2016.

STATE FINANCIAL CONSULTANT (2 OPENINGS)

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have previously applied for a position 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 is $59,729 - $74,970, 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

POSITION DESCRIPTION AND DUTIES

OFM's mission is to support and improve state government on behalf of the people of Washington. Our commitment is to provide leadership, direction and information that our customers and coworkers need to progress from vision to action. In light of this mission and commitment, the OFM Accounting Division provides fiscal and administrative leadership, direction, information and assistance to state agencies to support them in meeting their goals and fulfilling their responsibilities. We promote accountability and transparency by administering statewide policies and producing statewide reports to fulfill federal and state requirements. We also value collaboration in a positive and supportive environment, bringing fairness, objectivity and a statewide perspective to the table.

These positions serve as consultants to state agencies and provide technical assistance regarding state financial policies, state laws and regulations. These positions also participate in the preparation of the state's Comprehensive Annual Financial Report (CAFR), and lead the development/maintenance of statewide accounting policies and procedures. These positions actively support the OFM Lean culture and participate in process improvement efforts within the Accounting Division.

DUTIES

- Participate in the preparation of the State of Washington Comprehensive Annual Financial Report (CAFR). Work with the Accounting Division team in preparing the CAFR.
- Serve as a consultant to state agencies, providing consulting services to an assigned set of state agencies and serve as an internal consultant within OFM, resolving financial and technical issues regarding state financial policies, state laws and regulations, and implementation of generally accepted accounting principles (GAAP) in accordance with state law.
- Maintain, interpret and provide training on assigned State Administrative & Accounting Manual (SAAM) chapters. This involves responsibility for working with stakeholders, interpreting policies verbally and/or in writing, providing training, and following due process documents issued by the Governmental Accounting Standards Board and collaborating on responses and implementations when assigned.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

A Bachelor's degree including at least 24 semester or 36 quarter hours of accounting course work (certification as a public accountant may substitute for the education requirement); and three years of professional experience in budgeting, accounting, auditing, or financial reporting. A Master's degree in a relevant field may substitute for two of the years of required experience.

Preferred/desired qualifications

Ideal candidates will also:

- Have the ability to convey clear, concise messages (verbal and written) in a timely fashion. Ability to share information using language that is appropriate to both the topic at hand and the knowledge and understanding of the audience.

- Have earned or have the ability to earn the trust and respect of those with whom they work by consistently displaying honesty, integrity, and professionalism.
- Have the ability to work with minimal oversight, the ability to identify what needs to be done, and proactively take appropriate action.
- Accept personal responsibility for producing quality work in a timely manner.
- Have the willingness to actively contribute to workgroups that include individuals with diverse perspectives/needs and effectively work toward acceptable solutions.
- Have a commitment to continuously improving processes to increase efficiency and effectiveness. This involves planning the process improvement, using it, reviewing results and then modifying it if/as necessary.
- Possess in-depth familiarity with Washington state laws, regulations, administrative and accounting policies, and generally accepted accounting principles (GAAP).

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.