



WASHINGTON STATE  
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Office of Financial Management  
Olympia, Washington

**NOW HIRING**

This recruitment will close on December 31, 2018

## FISCAL ANALYST

### EXEMPT RECRUITMENT

The Office of Financial Management is a nonrepresented agency. If you previously have 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.*

### POSITION DESCRIPTION AND DUTIES

The Office of Financial Management's (OFM) mission is to support and improve government on behalf of all Washingtonians. The Fiscal and Operations Unit supports the agency's mission by providing fiscal, facilities and other operational support to OFM, the Governor's Office, and agencies and commissions that are statutorily attached to the Governor's Office. Examples include the Office of Regulatory Assistance and Innovation, the Education Ombudsman, the Women's Commission, the Office of Corrections Ombuds and Results Washington.

This position supports the mission by serving as a journey level financial analyst. The incumbent in this position is responsible for the timely, accurate processing of payroll related documents for staff in OFM, the Governor's Office and statutorily attached offices and commissions. Responsibilities of the position include the following:

- Reviews payroll documents to ensure they are completely filled out and in compliance with state/federal requirements.
- Processes deduction updates and additional payment entries (taxable meals, medical deductions, etc.).
- Processes W-4s, automatic deposit changes and work schedule changes.
- Ensures timely payment of various miscellaneous deductions to courts, insurance providers, the IRS and other state government entities.
- Inputs time and attendance requests related to leave, overtime, exchange time, etc. using HRMS.
- Processes payment of funds related to other state and higher education entities for shared leave donations and various miscellaneous deductions.
- Researches and resolves payment of funds related to underpayments, overpayments, health adjustments and other deductions.
- Processes employee enrollments in medical and dental insurance, long-term care disability, life insurance, supplemental insurance, health savings accounts and deferred compensation.

- Files quarterly reports and processes related payments for IRS 941s, L&I premium payments, FSA/DCAP administrative fees and other state income tax reporting.
- Analyzes and interprets various ad hoc payroll, leave and benefit reports for research, auditing and corrective actions.
- Provides information and support for employees, supervisors and managers using Employee Self-Service (ESS).
- Provides information to employees for various payroll and personnel action requests such as exchange, holiday and compensatory time, overtime, work schedule changes and shared leave.
- Attends monthly payroll association meetings to maintain a current understanding of changing rules, policies, practices and new items for action.
- Provides employee work history and financial information requests for banking and other business entities.
- Maintains confidential payroll files.
- Researches information in historical files.
- Files documents and archives records.

## QUALIFICATIONS AND CORE COMPETENCIES

### Preferred/desired qualifications

- 8 quarter or 12 semester hours in accounting, auditing or budgeting
- Two years of relevant professional accounting experience, one year of which was performing payroll related activities.
- The incumbent should also have:
  - Knowledge of and experience with AFRS and HRMS.
  - The ability to research and analyze information from multiple sources.
  - An understanding of the importance of providing high-quality customer service.
  - The ability to work both independently and as a member of a unified work unit, as well as the ability to seek and follow supervisory direction.
  - The ability to maintain a professional, confidential manner at all times.
  - The ability to be flexible and adjust to shifting priorities while maintaining a positive and productive outlook.
  - The ability to anticipate schedules and deadlines, and prepare materials/documents in advance.
  - The ability to manage priorities and meet deadlines for multiple and high-priority assignments by utilizing good judgment.
  - Excellent to advanced technical skills in order to produce high-quality work products using multiple types of Microsoft Office products such as Word, Excel and PowerPoint.

### Core competencies

- Adaptability/Flexibility - Adapts to changing business needs, conditions and work responsibilities.
- Customer Focus - Builds and maintains customer satisfaction with efficient delivery of deliverables.
- Ethics & Integrity - Earns the trust and respect of others through consistent honesty and professionalism in all interactions.

- Results Driven - Focuses on results, desired outcomes and how best to achieve them.
- Confidentiality - Ability to maintain confidentiality of information accessed or discussed.
- Advanced Analytical/Reasoning Skills - Examines data to grasp issues, draw conclusions and solve problems.
- Communication Skills - Speaks to many levels and produces concise, coherent and complete reports and emails.
- Consulting Skills - Collaborates with clients to identify appropriate solutions and resolve complex issues.
- Facilitation Skills - Enables cooperative and productive project meetings.
- Advanced Reading Comprehension - Grasps the meaning of information written in reports, laws and policies.
- Research Skills - Identifies, collects and organizes data for analysis and decision-making.
- Prioritization Skills - Ability to juggle many different kinds of tasks while timelines change on a daily basis.
- Positive and optimistic - Highlights strengths and leads with positivity and optimism while maintaining a realistic perspective.

## SALARY AND BENEFITS

The starting salary range of consideration is \$42,888 - \$57,564 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. The salary includes the 2% General Wage Increase effective January 1, 2019.

## 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 and education.
3. A list of at least three professional references with current telephone numbers.
4. Personal data sheet  
[www.ofm.wa.gov/jobs/datasheet.doc](http://www.ofm.wa.gov/jobs/datasheet.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  
Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

*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. The Office of Financial Management has developed an EEO Report and that is available on request to review. 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.*