



Fiscal Analyst 5

C00134

WHY WORK AT SPSCC?

South Puget Sound Community College employs full-time administrative/exempt professionals, professors, classified staff, part-time hourly staff and student employees who are invaluable in helping us meet our daily mission.

The college embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we

Position type:

Full-time Classified, 40 hours per week, overtime Exempt, permanent position.

Salary:

\$4,191-\$5,493/month; Range 56

Opens:

October 18, 2017

Closes:

November 22, 2017

Location:

[SPSCC Mottman Campus, WA](#)

South Puget Sound Community College seeks a highly motivated, enthusiastic, and qualified individual for the position of Fiscal Analyst 5 in the Fiscal Services office.

The Fiscal Analyst 5 reports directly to the Director of Budgeting and Fiscal Services and is responsible for day-to-day accounting operations in the Business Office, and serves as the second line supervisor. This position provides supervision and fiscal support to the Fiscal Services Office and works independently to perform various general accounting functions.

This position is responsible for providing high level fiscal support using independent judgment in the interpretation and application of a variety of rules and procedures in specialized fiscal functions.

KEY RESPONSIBILITIES

Accounting

- Manage accounting activities consistent with the requirements of the Washington State Office of Financial Management, the federal government and the State Board for Community and Technical Colleges.
- Perform functions related to accounting, auditing, financial reporting and other fiscal review and analysis.
- Manage and maintain accounting control tables and codes in the Financial Management System (FMS).
- Work with staff in Cashiering, Accounts Payable, and Accounts Receivable to ensure entries in the FMS are timely and accurate.
- Coordinate and monitor timely accounting cycles, including monthly, annual, and biennial closing processes.
- Manage and review of the college's general ledgers. Oversee and prepare timely and accurate reconciliation of general ledger accounts. Identify errors and direct staff in making necessary corrections.
- Research payroll accounting transactions and arrange corrections and adjustments as appropriate.
- Oversee the operation of the automated financial accounting system which prepares all journals, ledgers, trial balances and reports to reflect fiscal activities of the college.
- Reconcile federal and state FMS financial aid expenditures to financial aid expenditures FAM report.

serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision, life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the Department of Retirement Systems (DRS) retirement plan. Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes vacation, 11 paid holidays, and 12 days of sick leave. Additional leave may fluctuate as a result of the WFSE union bargaining agreement

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens

- Use Department of Education online system to drawdown cash requests and return funds.
- Coordinate the college fiscal year and biennial year-end closing of accounting records.
- Review, analyze and make corrections/adjustments during the closing process to ensure all accounts are properly stated at fiscal year and biennial-end.
- Assist the Director of Budgeting and Fiscal Services with the development of fiscal procedures; perform complex accounting tasks, special projects and other related duties as assigned by the Director of Budgeting and Fiscal Services.

Financial Reporting

- Manage annual filing of IRS information return 1098-T.
- Prepare the annual Financial and Military Service Members and Veteran's Benefits sections of the college's Integrated Postsecondary Education Data System (IPEDS)
- Prepare a number of ad hoc reports and surveys as requested by the State Board for Community and Technical Colleges.
- Prepare the annual revenues section of the college's Fiscal Operation report and Application to Participate (FISAP).
- Prepare the annual tuition waiver and student loan projections.
- Prepare annual state and federal grants disclosure reports.

Student Account Accounting

- Review, analyze and calculate data presented in the Reflections.
- Process tuition and fees refunds per Enrollment Services request
- Reconcile scholarships transactions in Reflections to FMS.
- Assist students with online payment and Nelnet payment plan issues.
- Research and respond to student inquiries.
- Review cashiering transactions to ensure entries are correct and prepare corrections as needed.
- Serve as a liaison between student accounts, financial aid, enrollment services and various other departments.
- Perform cashiering functions as needed.

Supervision & Customer Service

- Supervise professional fiscal staff in the Business Office responsible for general accounting, accounts receivable and cashiering; including assignment of tasks; providing guidance and professional development opportunities; scheduling, leave approvals and performance expectations; conducting performance evaluations; and training staff; recommendation of selection of job opening applicants.
- Provide customer service to internal and external customers, identifying issues, providing options, and/or utilizing knowledge of rules and regulations to assist others and/or resolve complaints or conflicts.
- Stay abreast of changes in pronouncements and required reporting within the CTC system.

and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

CONDITIONS OF EMPLOYMENT

This position is in a union bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

PHYSICAL WORK ENVIRONMENT:

This position will work primarily in an office environment and requires manual dexterity, mobility and a moderate amount of physical effort. This position is a challenging assignment that involves the use of a complex automated system for maintaining college accounting records. Work involves a high degree of detail, largely involves numbers or strings of numbers/text, accuracy and thoroughness, evaluation of input and end result, dependability, and flexibility to changing work situations/workflow. Work conditions include high stress situations, high use of technology for the majority of the job, high degree of accuracy and efficiency, and functioning in concert with other Business Office team members. This position may require moving boxes or equipment weighing up to 30 pounds.

- Assist the Director of Budgeting and Fiscal Services with ensuring the College and its departments are following fiscal policies and procedures. Assist with maintaining guidelines established for accounting policies by OFM, GASB, NACUBO and institutional policies.
- Assist in preparation of response to audit inquiries.
- Coordinate and communicate fiscal procedures and determine methods of improving procedures and services.
- Assist department staff to set up new fiscal process for their programs at their requests.
- Assist department staff and faculty with interpreting expenditures and revenues reports produced monthly by the financial accounting system.

REQUIRED QUALIFICATIONS:

- A Bachelor’s degree, which includes 18 quarter or 12 semester hours in accounting, auditing, or budgeting and four to five years of relevant professional experience. Relevant professional experience may substitute for education but not for the credit hours. A Master’s degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Accountant can be substituted for professional experience.
- Strong interpersonal and communication skills and ability to establish and maintain cooperative and harmonious working relationships with a variety of students, faculty, staff, and customers.
- High degree of accuracy and attention to detail
- Excellent communication skills and the ability to work well with others and function as a team member.
- Ability to work in a fast paced, student-centered environment, with multiple competing priorities.
- Advanced knowledge of computers and software applications, especially MS Office – Excel, Word and Outlook.
- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds

PREFERRED QUALIFICATIONS

- Prior supervisory experience.
- Knowledge and financial experience in the Washington State Community College system or a Washington State Agency.
- Experience in internal and external audit processes.

SUPPLEMENTAL QUESTIONS

Your application and these questions will be used to evaluate your qualifications. You must complete these questions to be considered for the position. *Please answer the following questions on a separate sheet of paper. You may type or write your answers but they must be clear and legible.*

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?

2. Please list your intermediate or advanced skill level in the following Microsoft applications, and describe some of the functions that you have utilized them for:
 - a. Word
 - b. Excel
 - c. Outlook
 - d. Other software or database applications you have used.

3. Please describe how you will contribute to the diversity of this campus

HOW TO APPLY

Interested candidates may apply by submitting the following items:

1. [Completed SPSCC Employment Application](#)
2. Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and/or preferred qualifications
4. Completed Supplemental Questions

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512

Applications received by the closing date may be used to fill similar vacancies which may occur over the next year