

SENIOR FINANCIAL SERVICES ANALYST

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Exciting Career Opportunity!

BENEFITS OF WORKING FOR AOC

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

WHERE IS AOC LOCATED?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

SALARY: \$37,008 TO \$48,432 per year DOQ

LOCATION: Olympia, Washington

OPENS: March 24, 2016

CLOSES: April 8, 2016

POSITION PROFILE

Performs professional journey level accounting, auditing, payroll, procurement, or debt collection duties in accordance with generally accepted accounting principles, governmental auditing standards and regulations, and Administrative Office of the Courts (AOC) procedures. Work performed includes analysis, review, and interpretation of reports, development and presentation of accounting, payroll, revenue, or management reports, and recommendation for enhancement of business processes.

Reporting to the Financial Services Business Coordinator, this position is a member of the agency staff, responsible for providing planning and budget input to the manager within the section. Work is done under general direction, and as assigned by management. Decision-making is within established guidelines and defined rules and procedures, although some areas require interpretation and/or development of possible approaches.

DUTIES AND RESPONSIBILITIES

- Reviews, analyzes, verifies, and completes all procurement requests in accordance with judicial branch procurement policy and procedures.
- Handles daily cash deposit, ensuring all checks,

AOC PROFILE

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

credit card payments, IAP payments, federal draws, etc. are accounted for and deposited into the correct fund, appropriation, program, or revenue source.

- Ensures the State Treasurer's Office and all judicial branch agencies cash is reconciled and balanced, makes cash adjustments, handles collection of bad checks, processes late notices, and ensures the judicial branch Late Notice and Bad Debt Collection policies and procedures are strictly enforced.
- Participates in the analysis, monitoring and evaluation of financial systems, accounting systems, or payroll systems, and accounting, payroll, or revenue practices and makes recommendations for improvement and enhancement. Prepare and analyze financial reports in accordance with generally accepted accounting principles.
- Under general direction performs complex fiscal duties such as financial report preparation and analysis, reconciliation and correction of the general ledger trial balance, discrepancy identification and resolution, and investigation and resolution of accounting, payroll, procurement, or debt collection problems.
- Responsible for the reconciliation and preparation of correcting entries for the accounting ledgers created by different financial management systems.
- Performs other duties as required.

KEY COMPETENCIES

Please refer to job description at www.courts.wa.gov/employ.

Please see Qualifications and Application Procedure on the following page.

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

QUALIFICATIONS AND CREDENTIALS

Bachelor's degree in accounting or closely allied field **INCLUDING** 20 Semester or 30 quarter hours of college level accounting.

OR

Two years of progressively responsible professional accounting experience **AND** 20 Semester or 30 quarter hours of college level accounting.

A combination of relevant education and experience demonstrating a working knowledge of the duties and responsibilities of the Senior Financial Services Analyst may be considered in meeting the qualifications.

THE PREFERRED CANDIDATE WILL HAVE

- Procurement experience
- Cash deposit and reconciliation experience
- Debt collection experience
- Good interpersonal skills

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at www.courts.wa.gov/employ).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170