

EXEMPT RECRUITMENT ANNOUNCEMENT
Associate Director for Fiscal Planning
Guaranteed Education Tuition (GET) Program

Reports to: GET Director
Classification: Exempt
Closes: Thursday, April 7, 2016
Salary: Associate Director: \$69,432 - \$93,937

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) prepaid program and any additional 529 savings program, and administers state and federal financial aid programs.

About the Program

The Guaranteed Education Tuition program (GET) allows families to purchase tuition units now, for use at a later date. These funds are invested and the account owner is guaranteed a return, which will cover tuition at some future date. GET offers a safe and secure opportunity to save for college, therefore increasing college affordability and reducing dependence on other forms of financial aid. The Committee on Advance Tuition Payment, commonly referred to as the GET Committee, governs the program.

About the Position:

The Associate Director for GET Fiscal Planning is responsible for directing the fiscal functions of the GET program, and any additional 529 savings program, in accordance with Generally Accepted Accounting Principles (GAAP), State Administrative Accounting Manual (SAAM), other industry standards, and state and federal law. These fiscal functions should be in accordance with financial management techniques and practices appropriate for qualified tuition programs, more commonly known as 529 prepaid and savings plans.

With over 160,000 accounts, the roles, fiduciary responsibilities, and management of the finance division have grown substantially. The GET program is considered a state major fund* and has a fund balance of over \$2 billion. New guidelines recommended by the Office of Financial Management (OFM) and the State Auditor's Office provide greater oversight of the program. This position will work closely with WSAC Accounting and Budget unit to coordinate with OFM and the State Auditor's Office to ensure all rules and regulations are followed and all fiscal reporting requirements are met with the highest standards and best practices.

This Associate Director is responsible for the creation, oversight, and maintenance of a wide variety of financial reports and makes fiscal policy recommendations to the GET Director and GET Committee.

This is a new position that reports directly to the GET Director and may supervise GET accounting and/or finance staff.

Essential Functions

Fiscal Development and Analysis

- Plan, develop, organize, implement, direct and evaluate the organization's financial analysis, accounting, and reporting.
- Identify, track, and examine active trends in the market.
- Provide comprehensive financial analysis, accounting, and reporting, in collaboration with the WSAC Deputy Director, WSAC Accounting and Budget unit, and IT team members.
- Conduct regular financial risk assessments and develop and implement adequate mitigation plan and internal controls to reduce or eliminate financial risks.
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Evaluate and advise on the program's principle financial system's (Banner) current and future capability to meet the program's financial needs.
- Develop best practices for fiscal and investment reporting by providing timely and accurate analysis of budgets, financial reports, financial trends and program and legislative policies.
- Provide technical financial advice and information to key constituents both internally and externally.
- Provide strategic financial input and leadership on decision making issues affecting the organization, including research and evaluation of potential issues.
- Lead and direct the program's annual budget process.
- Analyze and make recommendations regarding data and various reports from the Office of the State Actuary, State Investment Board, Office of Financial Management, College Savings Plan Network and other internal and external users and providers on fiscal information and issues related to the GET program and any additional 529 savings program.
- Conduct and/or analyze the preparation of studies and reports to determine trends, developments, procedures, operations, control, and other relevant fiscal issues.
- Monitor legislative policies that could impact the program(s).
- Coordinate and facilitate policy-related projects and research for the GET Committee.

Advisory Functions

- Participate in the development and implementation of the program(s) and agency's strategic plan.
- Act as an advisor from a financial perspective on any contracts into which the program(s) may enter.
- Serve as a liaison as needed to the State Actuary, and State Investment Board, on behalf of the GET Committee. Support the WSAC Accounting and Budget managers as the agency's liaisons with the Office of Financial Management and the State Auditor.
- Consult with GET staff and serve as a resource for process improvement on policies related to the fiscal responsibilities of the program(s).

- Provide information for data requests to GET staff and external audiences as needed.
- Coordinate responses and necessary actions between GET team members, WSAC Government Relations Director, and legislative staff as needed.
- Actively participate in the College Savings Plans Network (CSPN).

Other Duties

- Work with project teams, develop, update, collaborate, and execute processes that assist in policy development or policy enhancements and improvements. Provide recommendations and analysis for policies as needed. Adhere to rules and regulations governing areas of responsibility for all goals, guidelines, policies and objectives of the program(s).
- Interpret and explain federal rules and regulations that impact the program(s).
- Conduct presentations to the program(s) and agency's governing boards; state officials, boards, and committees; and potential purchasers as needed. May include attending outreach events and presentations, and working some evenings and/or weekends.
- May supervise staff and must have skills in supervision and leadership.
- Create and maintain a desk manual.
- Perform other duties as assigned.

Required Education, Experience and Competencies:

- Bachelor's degree in accounting, finance, business or related field including a minimum of 12 semester or 20 quarter hours of accounting, finance or economics.
- Minimum of five years related to essential functions.
- Experience in fiscal data analysis.
- Skilled level of competency in MS Office products (Word, Outlook, and Access).
- Proficient with MS Excel.
- Strong financial management and accounting background.
- Ability to calculate daily value of complicated investment portfolios.
- Ability to input, manage and extract data from computerized databases.
- Experience in public speaking and giving presentations to legislators, boards, and other stakeholder groups.
- Ability to work effectively as a team member.
- Ability to work independently, apply and interpret laws, policies and procedures; use of good judgment in evaluating and making decisions.
- Ability to effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, coordinate work assignments with others, and inform manager when additional assistance may be needed.
- Ability to apply Lean or other process improvement methodology to projects.
- Ability to demonstrate ability to accurately and quickly enter data into a computerized database.
- Ability to proofread and detect errors.
- Ability and willingness to speak and communicate effectively with customers, managers, and co-workers.
- Ability to perform duties efficiently in a high volume, fast paced environment.
- Ability to interact harmoniously and productively with people within the immediate work unit and the entire WSAC agency.

Preferred/Desired Education, Experience and Competencies:

- Understand Banner® database functions and capabilities.
- Experience with AFRS (state accounting system).
- Knowledge of 529 college savings plans.
- MBA, CPA or related Master's degree.

** Major fund - a governmental or enterprise account reported as a separate column in the basic fund financial statements. The General Fund is always a major fund. Major funds are those accounts with revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) that are at least 10 percent of corresponding totals for all governmental and enterprise accounts for the same item. Additional requirements are required for process and procedures.*

Application Procedures

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application that addresses how you meet the required and preferred education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. Resume. A chronological resume including your education and professional experience.
3. References. A list of names, titles and current telephone numbers of three (3) employment references.
4. Authorization to Release information form.*
5. Affirmative Action Form (optional)*

*These forms can be found on our website at: <http://www.wsac.wa.gov/employment>

Please Read the Following Instructions Completely:

- By submitting materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful information is cause for removal from applicant pool or dismissal if employed.
- Prior to appointment as an Associate Director for Fiscal Planning at the Washington Student Achievement Council, a background check will be conducted.

This position closes on March 31, 2016 at 4:00 p.m.

Electronic application packages are encouraged and should be sent in *MS Word format or as a .pdf only* with "GET AD for Fiscal Planning" in the subject line. If your submission is in a PDF file format, please put the optional affirmative action form in a separate file.

Fax: (360) 704-6202 | **Email:** HumanResources@wsac.wa.gov

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Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.