

**CLASSIFIED RECRUITMENT ANNOUNCEMENT  
BUDGET AND FISCAL ANALYST (BA2)**

**Employee Reports to:** Accounting Manager  
**Division:** Administrative Services  
**Classification:** Budget Analyst 2  
**Salary:** Range 50: \$39,312 –\$ 51,552

**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 commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

**About the Position**

The Budget and Fiscal Analyst is an essential member of the Budget and Accounting team, charged with the development and management of the WSAC budget and allotment processes and controlling/ administering the fiscal, cash management and accounting reconciliation functions of the WSAC in accordance with Generally Accepted Accounting Principles and state and federal requirements.

**Required Education and Experience**

- A bachelor's degree in business, statistics, accounting or related field and one year of professional experience in budget, finance or accounting.

**OR**

- Any combination of relevant education and/ or professional experience in budget, finance or accounting totaling five years.

**Core Competencies**

- Proven ability to manage multiple projects and deadlines effectively and independently
- Ability to repackage complex financial / budget information in a way that is easy to read, communicate and understand by a variety of audiences.
- Strong interpersonal and effective communication skills to facilitate effective partnerships with colleagues, supervisors, agency program staff and others.
- The ability to collaborate with others.
- The ability to self-assess and a commitment to constant improvement.

**Desired Qualifications**

- Eighteen quarter or 12 semester hours of accounting
- Experience processing payroll in HRMS
- Experience selecting and using correct transcodes and associated general ledgers
- Experience using Outlook, AFRS, Enterprise Reporting, Enterprise Ad-Hoc Reporting, BASS (Allotment Preparation System, BDS, SPS, and Performance Measure) and the Fiscal Note System

**Work Activities**

Under general supervision and input from the Budget Manager, 50% of this position will include the following work:

- Develop data sources, analytical methods, and ways to present financial data in order to answer a question, or tell a story; and then gathers the data, conducts the analysis, and presents the data. The question or story is often initially vague and is only clarified through an iterative process using divergent and convergent thinking.
- Develop cost estimates and forecasts of programs; analyzes and project pure indirect, facilities, salary/benefits etc. to be used for allotment development or other management purposes
- Prepare, maintain, and update a variety of complex spreadsheets used in the preparation of agency budget and allotments; fiscal note calculator, allotment plans, detailed spending plans etc.
- Perform independent research on agency allotments and expenditures looking for trends or possible errors and inconsistencies
- Maintain and enters data into a variety of systems including the Salary Projection System (SPS) and the Financial Management Review (FMR). Works with program staff to resolve problems or questions they have with monthly FMR or expenditure projections

Under general supervision and input from the Accounting Manager the remaining, 50% of this position will provide back- up to: payroll and leave processing in HRMS, accounts payable, and contract payments functions.

**APPLICATION PROCEDURE**

*To be considered for this position, applicants must:*

1. Look for this job on <http://careers.wa.gov> and submit the online application.
2. Complete the Supplemental Questionnaire.
3. Attach a **cover letter** that specifically addresses how you meet the qualifications for the position. Generic cover letters will be considered non-responsive.
4. Attach the names and telephone numbers of three employment references.

**SUPPLEMENTAL INFORMATION**

- Carefully review your application before submitting.
- The initial screening will be solely based on the contents and completeness of the “work experience” section of your application in Careers.wa.gov, completeness of the application material submitted and responses to the supplemental questionnaire.
- A resume will not substitute for completing the “work experience” section of the application.

- 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.

**SELECTION PROCEDURE**

All applications will be reviewed and ranked based on relevant training and experience. A limited number of the highest-ranking applicants will be admitted to the next screening phase. Rating of applications and expressions of interest will begin immediately and will continue until the position is filled. Interviews will begin as soon as a pool of eligible candidates is identified.