

EXEMPT RECRUITMENT ANNOUNCEMENT Finance Coordinator

Reports to: Finance Manager
Division: Guaranteed Education Tuition Program
Classification: Exempt
Salary: \$35,652 - \$46,728
Closes: May 1, 2014

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 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 way to save for college, therefore increasing college affordability and reducing dependence on other forms of financial aid. The Committee on Advanced Tuition Payment, commonly referred to as the GET Committee, governs the program. The Committee is composed of the executive director of the Washington Student Achievement Council, the State Treasurer, the director of the Office of Financial Management, and two citizen members.

The purpose the Finance Unit is two-fold:

1. To process all incoming payments, which include the daily lockboxes, electronic payments, ACH, payroll deduction, bill-payer services, and personal checks that are hand-delivered to the office, and post them to the appropriate accounts. Finance also processes all changes to accounts, including transfers, reposting payments, and changes of contract terms, years, or unit amounts, and other minor account corrections.
2. To process all outgoing payments, including direct payments to schools, reimbursements to account owners or student beneficiaries, and refunds.

About the Position

The Finance Coordinator provides assistance with the financial components of the program. S/he will primarily process all outgoing payment requests and act as the main point of contact for participating schools. The position reports to the GET Finance Manager. The work schedule for this position is Monday to Friday from 8:00 a.m. to 5:00 p.m. During peak periods, this position may require working hours outside the normal work schedule. The Finance Coordinator is an overtime-eligible position and is exempt from civil service rules.

WORK ACTIVITIES

Coordination of the distribution process

- Inputs and processes all Direct Payment Requests, Reimbursements, and Refunds, resulting in timely and accurate payments to schools and account owners.
- Tests and updates online payment system in coordination with IT and customer service.
- Streamlines communication with schools regarding GET distributions, payment processes, and upcoming changes.
- Acts as primary point of contact for schools that need information relevant to use of Benefits.
- Communicates with school contacts regarding individual payments, new payment processes, upcoming changes, and any issues that arise.
- Troubleshoots all eligibility problems and corrects them, communicating to the account owner and customer service.
- Problem-solves distribution errors with schools in a timely manner.
- Updates all payment processing systems to meet account owner demand and to increase efficiencies.
- Processes all refunds.
- Processes all GET/GEAR UP payments while working closely with GEAR UP staff.
- Acts as primary contact for the GET Contact Center when warrant research is needed.
- Provides complete and accurate testing of all Benefits problems in relationship to Banner, the portal, and online Distribution Request processes.
- Approves all requests to the secure site, verifying eligibility to view data.
- Works with the Financial Accountant to process 1099s.
- Distributes 1099 reprints.
- Interprets and applies knowledge of laws, regulations, and processes in the resolution of inquiries, complaints, and problems.
- Assists in process problem solving.
- Back-up other Finance Coordinators as necessary.
- Other duties as assigned.

Communication and Customer Service

- Responds to requests in GETFinanceHelp email folder in a timely manner.
- Travels to schools throughout the state yearly, when authorized.
- Provides timely and thoughtful responses to internal and external customers.
- Coordinates with co-workers and supervisor to ensure timely month-end and year-end statistics.

Other

- Updates the Finance Coordinator Manual when needed.
- Assists in the creation of streamlining processes as appropriate.
- Other duties as assigned by Finance Manager.

REQUIRED EDUCATION, EXPERIENCE, AND COMPETENCIES:

- High school diploma or GED certificate.
- Two years of experience in a fiscal capacity or equivalent.
- Knowledge of computer concepts, including MS Office Suite products.
- Ability to work effectively as a team member.
- Able to work independently, apply and interpret laws, policies, and procedures; use good judgment in evaluating and making decisions.
- Effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, coordinate work assignments with others, and inform supervisor when additional resources are needed.

- Ability and willingness to speak and communicate effectively with customers, supervisors, and co-workers; to maintain a courteous attitude toward public and program staff, and to interact harmoniously and productively with GET co-workers and the entire WSAC agency.
- Perform duties efficiently in a high-volume, fast-paced environment.
- Follow program guidelines for requesting leave.

Preferred/Desired Education, Experience, and Competencies:

- Experience with SCT Banner System.
- Experience with the state financial reporting system (AFRS).
- Experience in Public Relations and/or Customer Service.
- An Accounting Certificate, AA or BA in Accounting.

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 non-responsive and may eliminate the application from further consideration.
2. **Resume.** A detailed resume including your educational and professional experience.
3. **References.** A list of names, titles, and current telephone numbers of three (3) employment references.
4. **Responses to the Supplemental Questionnaire.**
5. **Authorization to Release Information form.***
6. **Affirmative Action Form (optional).***

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

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only**, with “Finance Coordinator” in the subject line.

Email: Karenm@wsac.wa.gov

Phone: 360-753-7802

Karen Moton-Tate
 Washington Student Achievement Council
 917 Lakeridge Way
 Olympia, WA 98504-3430

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. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.

The Washington Student Achievement Council is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.