

STATE WORK STUDY STUDENT RECRUITMENT ANNOUNCEMENT
Fiscal Technician 1
Accounting

Reports to: Fiscal Technician Supervisor
Division: **Accounting**
Classification: Student Employee
Hourly Wage: \$11.89

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.

GENERAL POSITION DESCRIPTION

The Washington Student Achievement Council is currently hiring for a State Work Study – Fiscal Technician position with the Accounting department. Hours will be part-time (up to 19 hours per week) and up to 40 hours per week during breaks, depending upon the successful candidate's award amount.

The successful candidate will be exposed to state government operations and basic accounting functions through this position. The ability to work with computer systems will provide students with experience using web and server-based computer systems and applications. Experiences gained will also include: working in a team environment, involvement in special projects, and development of marketable workplace skills.

RESPONSIBILITIES

This position provides support to the Fiscal Tech Supervisor by assisting with the day-to-day accounting functions of the WSAC Accounting department.

Primary Duties:

- Prepare daily incoming cash and checks for deposit to the State Treasurer's Office
- Upload payment and journal voucher documents into AFRS
- Verify and prepare documents for accurate mailing of warrants (checks) daily
- Maintaining accounting and payroll files, including copying, filing and distribution
- Assist with assembly and distribution of payroll on state paydays

Secondary Duties:

- Assist with the preparation and distribution of daily mail
- Organize documents and files for archival preparation
- Assist in receiving agency office supplies and arranging supply room for neatness

QUALIFICATIONS

Required:

- Applicants for this position must be eligible for participation in the State Work Study program
- The ability to maintain a high degree of confidentiality and professionalism

Desirable:

- The ability and funding to work approximately 15 hours per week during the school term
- Career interest in public administration, accounting or business
- The ability to work independently with minimum supervision, and the ability to pay attention to detail
- Experience with Word and Excel software
- Candidates should have a good work ethic and desire to gain some valuable work experiences that will assist them in their career advancement.

To apply, please send a copy of your resume, available schedule, and State Work Study award information to Alisha Rollins by e-mail at Alishar@WSAC.wa.gov, or by fax at (360) 704-6257. You may also contact Alisha by phone at (360) 753-7857 if you have any questions.

The Washington Student Achievement Council is an equal opportunity/ affirmative action employer and 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.