Revenue **Careers**

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Position: **Financial Analyst (Systems) 5**
Division: Financial and Employee Services

Location: Tumwater
Notice: 1-2-003-OC

Opens: August 10, 2005
Closes: August 22, 2005

Primary Duties:
This position will function as the technical expert in the area of automated accounting systems and contracting policy and procedures. Below are some, but not all of the duties this position will perform:

- Develops, maintains, examines, reviews, and makes recommendations covering automated accounting systems
- Maintains department fiscal interfaces with state systems – Agency Financial Reporting System (AFRS), State Treasurer, electronic fund transfer, and other related systems
- Performs as system administrator for the Integrated Document Management System
- Responsible for contract activities for the agency
- Acts as contract consultant to employees and Managers of the Agency
- Coordinates with other divisions and state agencies in supplying them with necessary accounting information
- Develops and analyzes accounting and financial reports as required by management
- Reviews financial transactions and data used for reporting monthly financial information and budget information to agency management
- Develops accounting controls for payroll and expenditure (accounts payable) in accordance with General Accepted Accounting Principles and consistent with the Office of Financial Management policies
- Responsible for maintaining the chart of accounts for the accounting office

Compensation:
$3663-$4685 per month (Range 56), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Desired Qualifications:

- Ability to communicate orally and in writing sufficient to explain and interpret difficult financial concepts to financial and non-financial audiences
- Ability to work effectively both independently and as a member of a team
- Ability to solve problems and make critical decisions in a timely manner
- Ability to comprehend, recognize, and address multiple and complex issues
- Skill in creating a supportive work environment
- Strong commitment to customer service
- Knowledge of accounting principles, methods, practices and terminology
- Ability to interpret financial trends
- Ability to comprehend complex systems design
- Ability to analyze data, prepare and present comprehensive reports, and make understandable recommendations
- Knowledge and experience of contracting procedures, types of contracts, and evaluation of requests for proposals
- Proven experience in presenting information to stakeholders
- Proven experience in facilitation of meetings

Bachelor's degree in Accounting or related field with advanced college coursework in accounting with a minimum of 20 semester or 30 quarter hours in accounting and four years of professional accounting, budgeting or auditing experience including two years of experience supervising or leading fiscal positions. OR

20 semester or 30 quarter hours of college-level accounting and five years of professional accounting, budgeting or auditing experience including two years of experience supervising or leading fiscal positions. OR

Two years as an Accountant 3 or 4, or Financial Analyst 3 or 4.

A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Government Financial Manager or Management Accountant will substitute for one year of professional experience.

Examination:

The examination is an evaluation of your experience and training. Employees in these positions perform tasks requiring the use of effective technology. Completing and submitting your application and exam response electronically is part of the exam. Those needing technical assistance or accommodation with this process should call 360-664-1960 or 360-664-1962, Monday through Friday, 8 a.m. to 5 p.m.

Some locations where you may access computer terminals are:

- Department of Personnel, 600 S. Franklin, Olympia, Washington
- Work Source Centers (see locations at: http://www.wa.gov/esd/work/localconnections.htm)
- Public libraries

You will receive your score notice via the internet after you complete all required forms and submit your application.

How to Apply: This recruitment is open to anyone who meets the desired qualifications.

Applications are accepted electronically through the Internet Application System (INET) only. Applicants develop an employment profile (application) in the system and take the exams for these job classes online. Once you have submitted the forms via our secure site, you will receive notification of your score and placement on the register. Those needing technical assistance or accommodation with this process should call 360-664-1960.

Go to the following web address to begin the application process:

https://fortress.wa.gov/dop/inetapp/DOP/default.asp

You must type this web address, in your address bar to go to it. This page is not interactive.

Special Note:
This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.