



Where is the OST Located?

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

OST Profile:

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

POSITION: Fiscal Analyst 4 (Investment Accounting)

SALARY: Range 52 (\$42,588 to \$55,836) DOQ

LOCATION: Olympia, Washington

OPENS: Monday, July 22, 2013

CLOSES: 5:00 pm, Monday, August 5, 2013

Application packets will be reviewed as they are received. Candidates are encouraged to apply early as the OST reserves the right to make an appointment anytime during the recruitment.

The OST is seeking a candidate with specialized education and work experience that demonstrates a strong governmental accounting background. This person will be a key member of the Investment Accounting team, providing a wide range of financial and accounting expertise in managing data related to the state's investments.

Scope of Responsibility

- As a senior accounting specialist within the Investment Accounting Unit, this position performs review and analysis of financial data, policies, procedures and practices related to the OST's investment accounting functions that provide direct assistance in the prudent management of public funds.
- Functions as the principal assistant for the Investment Accounting Unit, responsible for handling financial transactions, records, reports and for performing financial reviews and analysis of fiscal data.
- Incumbent is expected to work under minimal supervision, exercise independent judgment and to make sound and secure decisions within their scope of responsibility.

Essential Functions

Provides guidance on fiscal operations and accounting practices to ensure investment activity is accounted for and maintained in compliance with applicable standards and requirements. Monitors, reviews, analyzes and processes financial transactions related to investment activities. Assists the Investment Accounting Manager and works in partnership with the Investment Division, OST Information Services, external auditors and other constituents in developing, implementing, and maintaining the investment accounting functions for OST.

OST Offers...

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Joyce Norris, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5116, or via email to joyce.norris@tre.wa.gov

Typical duties include, but are not limited to:

- Maintains and monitors investment related records within OST’s Treasury Management System (TM\$) which includes, but is not limited to, purchases, sales, maturities, and interest payments of all securities. Reviews the processing of and confirms all purchases made in the State Treasurer’s Cash Management Section for funds 523 and 076.
- Reviews and analyzes accounting information and documents to ensure OST accounting requirements have been fulfilled; ensures practices are conducted in accordance with generally accepted accounting principles; monitors daily activity for accuracy in the posting of investment activity for all securities invested through OST, resolving differences as they arise.
- Reconciles accounting data and records with TM\$, the Agency Financial Reporting System (AFRS) and OST’s custody bank.
- Prepares the Comprehensive Annual Financial Report (CAFR) for the Local Government Investment Pool (LGIP) which consists of the Money Market Fund (MMF) and the Extended Asset Fund (EAF) pools.
- Determines the daily factor (earnings rate) that is to be used to apply the earnings to each participant’s investment in the pool on a daily basis. This involves complex calculations including daily net earnings, estimated expenses, actual expenses, and adjustments.
- Assists in determining the LGIP’s Net Asset Value (NAV) daily, which involves over \$10 billion in investments and over 500 accounts.
- Prepares schedules, worksheets, and accounting documents; designs reports and coordinates the automation with OST Information Services. This includes verifying the dollar amounts against the purchase price and ensuring that they are entered into TM\$ correctly.
- Reviews TM\$ reports monthly to ensure the investment activity has been processed accurately and completely.

Desirable Qualifications

A Bachelor’s degree which includes 18 quarter or 12 semester hours in accounting, auditing, or finance; AND three years of relevant professional work experience. Professional work experience may substitute for education, but not for the credit hours.

Special Note:

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

Compensation

The annual compensation for the position is \$42,588 to \$55,836 and will depend upon experience, educational background, and qualifications.

To be considered for this position, please submit:

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above (no more than two pages).
- A chronological resume with employment dates included.
- A completed OST application form with valid contact information for previous employers.

NOTE: Candidates who are scheduled for an interview will be requested to provide a list of references at the time of their interview.

Send materials to:

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer
Attention: Joyce Norris
P.O. Box 40200
Olympia, WA 98504-0200

email: joyce.norris@tre.wa.gov

or fax 360-704-5116

Application materials will be screened for the purposes of determining who will be selected for an interview.