



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

POSITION: Fiscal Analyst 2

SALARY: Range 44 -- \$36,096 to \$48,432 DOQ

LOCATION: Olympia, Washington

OPENS: October 30, 2015

CLOSES: Application packets must be received by 5:00 pm November 9, 2015 for consideration.

The Office of the State Treasurer is looking for a candidate to serve as a Fiscal Analyst within the Warrant Services Unit. The Unit manages the printing and release of all warrants. A warrant – or check – is a legal, negotiable instrument drawn against the state treasury in place of a commercial bank. The most successful candidates will have the ability to comprehend routine and complex directives and regulations, exceptional customer service skills, and strong verbal and written communications skills.

Punctuality and the ability to adhere to the assigned work schedule are essential. The work schedule for this position is Monday – Friday, 7:00 am - 4:00 pm. Occasionally, prior to coming in to the office, performs a backup function that requires working from home between 5:30 – 6:00 am.

Scope of Responsibility

This position is responsible for the specialized warrant redemption process for all state warrants. Works with the Warrant Services Manager to ensure compliance with all complex Federal regulations and to OST's accounting procedures and controls.

Serves as liaison with the Federal Reserve Bank (FRB), general public, state agencies, banking staff and others regarding warrants and other Warrant Services related measures.

Work Activities

Typical duties include, but are not limited to:

- Reconciles all warrants presented to OST for payment from the state's concentration account and the FRB utilizing MICR Image Processing System (MIPS) software. Verifies the warrant number, the date, and the amount charged by the financial institution matches the warrant database. Independently reviews, analyzes, determines and resolves

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>.

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 Stacy Pierson, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5132, or via email to Stacy.Pierson@tre.wa.gov

financial payment discrepancies making necessary fiscal adjustments. Completes forms to submit adjustments for the FRB and the state’s concentration bank.

- Communicates the daily Cash Letter totals with the OST’s Investment Section Staff via the warrant database. Works with the Banking Services unit of OST to facilitate the reconciliation of the warrant account with the state’s concentration bank.
- Performs updates and adjustments to the database to ensure accurate processing of warrant redemptions and cancellations. Presents recommendations for improved business practices pertaining to fiscal changes in the database.
- Works with supervisor to update statewide warrant policies and procedures in the State Administrative and Accounting Manual (SAAM).
- Provides backup support for other positions both in the Warrant Services unit and other units of Cash Management.
- Performs other duties as required

Desirable Qualifications

A Bachelor’s degree; **OR**

Two years of professional experience in banking, bookkeeping, or accounting.

Familiarity with banking rules, knowledge of Check 21 law, check law, Reg CC, RCW’s and WAC’s is a plus.

To be considered for this position, please submit:

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications and skill outlined in this announcement (no more than two pages).
- A chronological resume with employment dates included and a list of references.
- 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.

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.

Send materials to:

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

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

email: Stacy.Pierson@tre.wa.gov

or fax 360-704-5132

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

If you have any questions regarding this recruitment, please contact Stacy Pierson at the email address above.