

# WASHINGTON SCHOOL FOR THE DEAF VANCOUVER, WASHINGTON



## *Our Agency*

CDHL is an educational community and statewide resource committed to ensuring all deaf and hard of hearing students in Washington reach their full potential.

Our agency offers a variety of services in academic, residential, outreach programming, and educational support.

## *Our Staff*

Our employees are more than just workers. They are part of a community, network, and family. Each staff member serves as a role model to students.

We're looking for people that can contribute, grow, think, and dream. We thrive in a culture that embraces diversity and rewards imagination.

## *Our Students*

Our diverse student body is made up of many faces, backgrounds, and personalities. Our goal is to help students who are deaf or hard of hearing learn, grow, succeed, achieve, and become healthy and successful adults. The use of American Sign Language (ASL) is embraced at WSD.

Equal Employment Opportunity Employer

Position: **Business Services Coordinator**

Agency: **Center for Childhood Deafness and Hearing Loss**

Location: **Washington School for the Deaf - Vancouver, WA**

This exempt position provides agency-wide leadership in areas of budget and human resources management, policy development, business operations, and risk management practices.

### **Position Responsibilities:**

- Collaborate with the Human Resources (HR) Manager to ensure delivery of HR services such as classification, training, employee performance improvement measures, reporting, labor relations, and compliance with state & federal employment laws, policies, and collective bargaining agreements.
- Work with executive management team to develop budgets. Provide monthly budget reports to department managers.
- Coordinate with off-site Outreach Director to ensure service contracts are established & implemented in a timely manner.
- Maintain & reconcile the asset inventory systems in accordance with the State Administrative & Accounting Manual.
- Review and approve payroll and local fund activities.
- Develop & maintain agency policies for Board approval.

### **General Qualifications:**

- Bachelor's degree in HR Management, Accounting, Public Administration or other related degree.
- At least 3 years of management experience.
- Knowledge of state accounting systems and HR laws.
- Ability to communicate in American Sign Language a plus.

**Annual Salary:** \$65,000 + state employee benefits

### **How to Apply:**

Visit [www.careers.wa.gov](http://www.careers.wa.gov) and submit an online application for agency "Center for Childhood Deafness and Hearing Loss".

Recruitment closes June 21, 2012.



**CDHL**