

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS WASHINGTON SCHOOL FOR THE DEAF CAMPUS



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, and outreach programming and 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 and hard of hearing learn, grow, and succeed.

The use of American Sign Language (ASL) is embraced at WSD.

Position: Fiscal Analyst 3 - Internal Recruitment
Agency: Washington State Center for Childhood Deafness and Hearing Loss (CDHL)
Washington School for the Deaf campus

Location: Vancouver, WA

Posted: October 24, 2013

Closes: October 31, 2013

Position Responsibilities:

The FA 3 is primarily responsible for processing payroll and related information (i.e. timesheets, staff attendance, benefits) for approximately 150 agency staff. This position contributes to the mission of the agency by ensuring all employees are paid in accordance with collective bargaining agreements and state laws, rules and regulations.

Duties Include:

- Process all payroll related transactions using the state's Human Resources Management System (HRMS). Reviews reconciles payroll, benefits and financial data.
- Performs complex analysis of year-to-date and year-end reports and processes quarterly filings for tax and Labor and Industries.
- Assists with fiscal year end and biennial close processes.
- Reviews, tracks and inputs employee attendance.
- Assists employees with their questions about timesheets, payroll, attendance, benefits, paydays, etc.
- Audits and prepares daily cash receipts, checks and money orders for bank deposit. Generates invoices as needed.
- Conducts fiscal research to determine appropriate trends, developments or procedures.
- Tracks on-call employee hours to determine their eligibility for insurance benefits.



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Our School

The Washington School for the Deaf (WSD) is located near downtown Vancouver, Washington and is just a few miles from Portland, Oregon.

The Portland-Vancouver area offers outdoor enthusiasts and families scenic parks and recreation sites, camping, rivers and lakes, vibrant communities, farmers markets, arts and theatre, shopping, hiking paths, and bike trails.

Benefits include:

- Medical, dental, and vision
- Retirement
- Life insurance and disability
- Vacation and sick leave
- Paid holidays
- Deferred Compensation Program
- Dependent Care Assistance
- Professional development

Apply online at
www.careers.wa.gov

Human Resources Office
611 Grand Blvd.
Vancouver, WA 98661
human.resources@cdhl.wa.gov
(360) 696-6525 v
(360) 334-5780 vp

Equal Opportunity Employer

Compensation:

\$3,377 - \$4,429 per month + benefits

This is a union-represented permanent position

Desired Qualifications:

- At least 2 years experience processing payroll for a Washington State agency using HRMS
- Familiarity with state financial systems (i.e. AFRS and Enterprise Reporting, TMS)
- Formal education and training in accounting, budgeting, auditing, and financial reporting
- Ability to work as a team member & maintain positive relations with staff, students, parents, and the public
- Commitment to providing professional, friendly and responsive customer service
- Demonstrated computer skills and experience using Microsoft Office programs (i.e. excel, outlook)
- Ability to interpret and analyze financial reports
- Ability to communicate in American Sign Language (ASL) is strongly preferred

How to Apply:

Apply online at www.careers.wa.gov.

Recruitment closes October 31, 2013.

Visit the school's website at www.wsd.wa.gov.

Special Notes:

The candidate selected for this position will be required to successfully pass a criminal history background check.



CDHL