

Sr. Consultant, Finance - WCTUP

Purpose Statement

The job of Sr. Consultant, Finance - WCTUP is done for the purpose/s of providing and maintaining accurate financial records in the accounting system; completing assigned activities/services; complying with accounting and audit procedures; Preparing monthly and annual financial statements and analysis, performing adhoc Financial Analysis and providing support in budget preparation.

This job reports to Director, Finance – Workers' Compensation Trust and Unemployment Pool (WCT/UP)

Essential Functions

Administers accounting activities (e.g. procurement cards, commuter cards, etc.) for the purpose of monitoring expenditures and reconciling activities.

Analyzes systems, policies and/or procedures for the purpose of improving business practices and efficiencies.

Attends workshops, in-service training, meetings, etc. for the purpose of conveying and/or gathering information required to perform functions and maintaining professional development.

Audits fiscal documents and program information for the purpose of ensuring accuracy and conformity with program regulations and contract requirements.

Compiles statistical and financial data from a variety of sources for the purpose of providing information and/or ensuring compliance with established regulations.

Completes trainings, including self learning, of Sage Intact, and Skyward systems for the purpose of becoming an expert user to perform job related activities, run and amend reports, manage users access etc.

Coordinates with other staff for the purpose of completing assigned duties accurately and in a timely manner.

Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the WSRMP's Mission and Targeted Strategies.

Maintains a variety of manual and electronic documents, files and records for the purpose of providing an up-to-date reference, reconciliation, budget management, and compliance audits.

Oversees and monitors assigned activities (e.g. general fund electronic accounting system, fiscal program information, etc.) for the purpose of ensuring accuracy and compliance with financial, legal, administrative and/or program standards, budget and contract requirements.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares written materials for the purpose of obtaining necessary agency funding, managing cash flow, documenting activities, conveying information and/or complying with state and federal regulations.

Processes financial information for the purpose of ensuring the accuracy of reported information and the availability of funds in compliance with state and/or federal regulations.

Researches discrepancies of financial information and/or documentation for the purpose of ensuring accurate and complete subsidiary and general ledger accounts.

Responds to a variety of inquiries from a variety of sources for the purpose of providing information or direction related to grant and accounting procedures.

Serves as a liaison with external parties as assigned (e.g. King County, School Districts, various banks, actuaries, state examiners, investment advisors, etc.) for the purpose of providing necessary information and documentation.

Other Functions

Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

ANTIRACIST LEADERSHIP COMPETENCIES

CULTURAL PROFICIENCY: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's END and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

RACIAL EQUITY ADVOCATE: Recognizes, supports, and engages in dismantling institutional racism. Partners with, and is accountable to stakeholders, including children, families, and communities of color.

RACIAL EQUITY MINDSET: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

TRANSFORMATIONAL VALUES: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency's culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

JOB-SPECIFIC COMPETENCIES

ACCOUNTING RULES, SYSTEMS AND PROCESSES: Understands and applies accounting systems and practices, and the accounting rules and regulations that govern the agency and its programs.

BUILDING EFFECTIVE TEAMS: Builds a diverse and cohesive team who work together toward shared goals.

CONTINUOUS IMPROVEMENT OF PROGRAMS AND SYSTEMS: Collaborates with stakeholders to identify, recommend and implement improvements to Agency programs, services and processes.

CUSTOMER FOCUS: Commits to clarifying and supporting internal and external customers' goals and strives to

meet their expectations and requirements. Consistently acts with customers in mind. Holds self accountable for providing high-quality, responsive and personable customer service.

FUNCTIONAL/TECHNICAL SUBJECT MATTER EXPERT: Possesses required functional/technical knowledge and skills to perform job responsibilities. Demonstrates active interest and ability to maintain level of knowledge and enhance and apply new functional skills.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

CPA preferred
CFA preferred

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Not Rated

Approval Date

Salary Grade
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