

**State of Washington
Dept. of Natural Resources
invites applications for the position of:
Fire Fiscal Analyst, FA1**

careers.wa.gov
Working for Washington State

SALARY: \$3,246.00 - \$4,324.00 Monthly
\$38,952.00 - \$51,888.00 Annually

OPENING DATE: 05/20/22

CLOSING DATE: 08/21/22 11:59 PM

DESCRIPTION:



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES



**Fire Fiscal Analyst, FA1
Recruitment #2022-5-6985
Full-time, Permanent, Represented position
Location: Southeast Region- Ellensburg, WA.**

CLOSING DATE EXTENDED! Review of applications is ongoing. The hiring authority reserves the right to make a hiring decision or close this recruitment at any time. It is in the applicant's best interest to submit material as soon as possible

Want to join something GREAT and make a difference?

Are you motivated by complexity? Do you have a keen eye for the finer details? The Department of Natural Resources is looking for a driven individual to join their team as a Fiscal Technician Lead in the Southeast Region.

This position supports DNR in fulfilling its mission and goals through the fiscal recovery of region fire costs. Under the direction of the Region's Fiscal Analyst 4 and following the guidance provided by the Wildland Fire Management Division's Incident Business Manager, this position provides fire cost recovery and other fiscal and administrative support to SE Region. Works under the guidance of State and Federal regulations, Office of Finance Management, DNR policies and procedures and applicable collective bargaining agreements.

DUTIES:

Responsibilities:

- Researches, analyzes, interprets, and assembles documentation related to fire cost recovery/expenditure to third parties and/or other County, State, or Federal agencies.

- Researches the billable cost by accessing Data Mart reports by the alpha code assigned to the incident.
- Analyzes and compares cost reports from Data Mart to resource order cards to ensure all costs of incident have been accounted for in the recovery bill. If interagency resources were used on the incident, researches and accounts for those costs in the recovery bill as well.
- Calculates and administers fire cost recovery billings including the verification and compilation of suppression costs, creating invoices, preparing and issuing billing letters. Ensures the cost recovery process is done timely and accurately according to policy and procedure.
- Provides recommendations to management concerning overdue account receivables and prepares overdue accounts receivables further action as directed.
- Prepares and distributes to management and division staff, fire cost recovery reports with billing status.
- Maintains a system to track recovered fire suppression cost.
- Determines which fires are reimbursable between other Federal and State agencies. This is done on an annual basis and should be an ongoing process during the active fire season.
- Calculates costs and maintains spreadsheets and files. Participates with Fiscal Analyst 4, WFS Assistant Region Manager, Dispatch, & Wildfire Division to review spreadsheets with other agencies (USFS, BLM, etc.) designees to ensure that all reimbursable fires are accounted for.
- Analyze invoices received by fire districts for career fire service personnel and fire service provide equipment and command vehicles to verify compliance with the policies, procedures, and guidelines in their agreement, SAAM, RCW's, WAC's, the Washington State Wage & Equipment Rates, and Washington State Business Operating Guidelines.
- Audit invoices received for completeness and accuracy. Audits personnel time against the provided Incident Time Report provided to ensure hours on invoice are correct. Review back-fill charges on invoice to ensure charges are appropriate and charges are calculated correctly. Audits equipment charges on invoice received against.
- Verifies that all required documentation is included and prepares invoice for payment. Keeps track of outstanding fire district invoices that have not been received, and prepare encumbrances and accruals. Audit hire paperwork and payment documentation for volunteer firefighters that were hired by the Department, and coordinate with Human Resources regarding hiring. Analyze current payment documentation and previous payments to correctly calculate regular and overtime hours, and submit payment documents to payroll for processing.
- Performs payroll work. Analyzes and interprets Time and Activity Reports for schedule changes, regular and overtime hours following rules of the Fair Labor Standards Act, programs charged, and leave recorded. Establishes payroll and deduction information for assigned employees. Initiates medical, life, and dental insurance coverage for eligible employees. Tracks pending insurance requests/changes, and keeps employees informed of status.
- Investigate and correct overpays/underpays/adjustments. Reissues lost warrants. Maintains the NTAR System for cost distribution by assigned employee. Maintains HRMS for schedule changes, absence requests/corrections, miscellaneous pay, and correct leave quota information. Maintains leave, shared leave requests, and yearly sick leave buyout option records on assigned employees. Researches and resolves payroll/benefit issues pertaining to: retirement, insurance, credit unions, and wages earned. Analyze HRMS wage type reports compared to Time and Activity Reports
- Analyze, interpret, and explain SE Region's monthly expenditures for programs related to Reacting to A Fire Potential (Program Index 223) and Seasonal Suppression Cost (Program Index 288). Run monthly DataMart reports, analyze reports, and research any discrepancies. Prepare encumbrances for any cost to date not reflected in DataMart. Use analyzed data to prepare Monthly Fire Suppression Reports and narratives for region management and wildfire division to be used for legislative data request and yearly supplemental budget request.

QUALIFICATIONS:

Required Qualifications:

- Experience with computer programs (such as Microsoft Word, Excel, Outlook email).
- Experience with reviewing, analyzing, and/or interpreting accounting and financial records and reports, as well as analyzing, identifying, and/or correcting discrepancies.
- Knowledge of and experience explaining fiscal policies and procedures.
- A minimum of three (3) years of accounting/bookkeeping experience, with an understanding of accounts payable, accounts receivable, and/or payroll.
- Experience, or the possess the ability to, effectively conveying ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader.
- Experience organizing and prioritizing work with inflexible and conflicting deadlines.
- Data Analysis
- Mathematical Reasoning
- Record Keeping
- Fiscal Accountability
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence
- Work is performed in an office setting (95%) with some evening and weekend work to complete projects, with prior approval. May be required to move 25 to 30 pounds.
- Position requires a limited amount of travel (5%) of time
- Employees of the Department of Natural Resources (DNR) are required to be fully vaccinated against COVID-19 as a condition of employment. This position is based in an office/fieldwork setting and requires in-person attendance/interactions with no option for full-time telework. Please note that any offer of employment is contingent upon you providing verification of your vaccine status. No start date will be approved until you verify your status.

Desired Qualifications:

- Bachelor's degree in Accounting or a related field, which includes at least 18 quarter or 12 semester hours of accounting, auditing, or budgeting. Professional experience may substitute for education, but not usually for the credit hours.
- Knowledge of and experience explaining the agencies current fire, cost recovery and fiscal policies and procedures.

SUPPLEMENTAL INFORMATION:**About the Department of Natural Resources (DNR).**

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion. With nearly 1,500 employees in locations throughout Washington, we manage and protect more than 5 million acres of state-owned forest, range, commercial, agricultural and aquatic lands.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of those include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Application Requirements:

- To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above). You must complete the entire online application to be considered for the position.
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired and special requirements.
- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include with resume.
- Complete all supplemental questions.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

The Department of Natural Resources is an Equal Opportunity Employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Persons needing accommodation during the screening process or this announcement in an alternative format may contact DNR Recruiting staff at (360) 522-2500 or (360) 522-0143 or by email at DNRrecruiting@dnr.wa.gov. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington State Telecommunications Relay Service (TRS) at 1-800-833-6388 or www.washingtonrelay.com.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Questions? Please contact Lisa Brandt at lisa.brandt@dnr.wa.gov, 509-899-7065 or e-mail us at DNRrecruiting@dnr.wa.gov

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855)524-5627 or email CareersHelp@des.wa.gov.

Fire Fiscal Analyst, FA1 Supplemental Questionnaire

- * 1. Please describe what interests you about the Department of Natural Resources.

- * 2. Please describe what a diverse and inclusive work environment means to you.

- * 3. Do you have experience with computer programs (such as Microsoft Word, Excel, Outlook email)?
 - Yes
 - No

- * 4. Do you have experience with reviewing, analyzing, and/or interpreting accounting and financial records and reports, as well as analyzing, identifying, and/or correcting discrepancies?
 - Yes
 - No

- * 5. Do you have knowledge of and experience explaining fiscal policies and procedures?
 - Yes
 - No

- * 6. Do you have a minimum of three (3) years of accounting/bookkeeping experience, with an understanding of accounts payable, accounts receivable, and/or payroll?
 - Yes
 - No

- * 7. Do you have experience organizing and prioritizing work with inflexible and conflicting deadlines?
 - Yes
 - No

- * 8. Where did you hear about this job posting?
 - www.dnr.wa.gov
 - www.careers.wa.gov
 - WA WorkSource office or WorkSourceWA.com
 - Governmentjobs.com
 - Monster
 - Indeed
 - LinkedIn
 - Facebook
 - Twitter
 - College/university website/career fair
 - Handshake
 - Newspaper
 - Direct Email Notification
 - Statewide Employee Business Resource Groups (BRG)
 - Professional/Personal Network
 - Job Board
 - Job Fair
 - ZipRecruiter
 - Diversity Jobs
 - Other (please specify below)

- 9. If you answered "other" to the previous question, please specify how you learned of this employment opportunity in the space below.

* Required Question