

**State of Washington  
Dept. of Natural Resources  
invites applications for the position of:  
Fiscal Technician Lead**

**careers.wa.gov**  
Working for Washington State

**SALARY:** \$2,929.00 - \$3,887.00 Monthly  
\$35,148.00 - \$46,644.00 Annually

**OPENING DATE:** 04/29/22

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

**DESCRIPTION:**



WASHINGTON STATE DEPARTMENT OF  
**NATURAL RESOURCES**



**Fiscal Technician Lead  
Recruitment #2022-4-3732  
Full-time, Permanent, Represented position  
Location: Southeast Region- Ellensburg, WA.**

**CLOSING DATE EXTENDED!** Review of applications ongoing. The hiring authority reserves the right to make a hiring decision at any time 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 the business operations of Southeast Region by providing financial support to the employees and management. This position is responsible for processing accounts payable, accounts receivable, and payroll for the region. In order to be successful in this role, the incumbent has to be able to interact and communicate well with a wide range of employees, contractors and the Office of Financial Management. The incumbent also has to be able to focus in a very busy environment, as they are responsible for analyzing for discrepancies.

**DUTIES:**

**Responsibilities:**

- Providing guidance to other Fiscal Specialists a region employees on payroll processes.

- Analyze, interpret, and apply complex Civil Service Rules, and DNR policies and procedures with regard to regular pay, overtime, part time and exempt employees; overtime eligible and non-eligible employees; and employee benefits to ensure accuracy and compliance with State and Federal requirements, and collective bargaining units.
- Collect, organize, interpret, resolve and enter OF-288's and Casual Hire Packets to ensure they meet the requirements in the DNR Wage & Equipment Rates, Fire Pay Practices, and Resource Orders which includes ensuring wage rates are documented, completed paperwork is received and hours documented match official fire documentation. Ensure resource orders reflect the same information as pay documentation. Resolve any discrepancies discovered during the audit prior to paying.
- Prepare and communicate payroll reports for review to ensure accurate payroll processing.
- Verify and process medical, dental, life and long-term disability insurance enrollments and changes, ensuring accuracy of coverage and deductions. Process long-term disability claims. Verify process and ensure the accuracy of retirement data. Calculate and process leave adjustments. Process requested NTAR corrections and adjustments. Perform leave audits and makes necessary corrections.
- Independently interpreting and ensuring all vendor and travel payments are paid within the SAAM, OFM purchasing guidelines, Agency policy and procedures, and agency and state wide contracts.
- Auditing, reviewing, and processing invoice and travel documents.
- Ensure region daily deposit and payments are ready for application and funds are appropriately applied. Monitor, review, and resolve discrepancies discovered using NaturE, SAAM, OFM purchasing guidelines, Agency SOPs, policies and procedures. Communicate with program.
- Analyze and interpret recurring financial payroll data to identify any discrepancies in various payroll, leave and benefits functions, over/under payments, NTAR corrections, and leave accrual and use issues.
- Assemble and submit FES documents and remittance documents, invoices and payment packages for supervisor audit and approval.
- Review, correct, and approve payment vouchers for a portion of the regions expenditures, including: travel advances, petty cash, and vouchers, A-19s, and journal voucher entries.
- Organize, code, review and process payables through the region distribution system.
- Independently interpret and ensure all vendor and travel payments are paid within the SAAM, OFM purchasing guidelines, Agency policy and procedures, and agency and statewide contracts.
- Audit, review and process invoice and travel documents, ensuring back up documentation supports the expenditure.
- Communicate with region staff, vendors, and supervisor to ensure invoices and travel vouchers are complete and accurate for payment processing.
- Audit, validate and resolve discrepancies in invoices and documents to ensure accurate processing.
- Collect, organize, and assemble a portion of Southeast Region Purchasing Card statements, logs, and receipts to ensure the processing of monthly payables.
- Reconcile a portion of the regions purchasing card statements by reviewing purchases, amounts, and identifying any potential fraudulent charges.
- Record the appropriate accounting detail for processed payments to include account code, trans code, apportionment, program index, sub object, sub sub object and organization.
- Responsible for ensuring payments are timely, accurate and in compliance with OFM, policies and DNR purchase authorities, the Chart of Accounts and payment policies.
- Complete fiscal year & biennium close transactions to meet all established deadlines.
- Prepare and review reports from FES and DataMart.
- Audit and process payments for emergency fire suppression, including Fire District billings (career firefighter reimbursements and volunteer wage rates), Equipment Emergency Use Invoices and firefighter time reports.
- Other duties as assigned.

## **QUALIFICATIONS:**

**Required Qualifications:**

- HS diploma and 3 years of experience in accounts payable, accounts receivable, payroll, or closely related field to include: 15 credit hours in accounting, one year of basic knowledge of accounting principles, one year experience using professional automated accounting programs.
- Ability to perform accurate work using knowledge of general accounting practices.
- Experience using computer programs such as: Microsoft Outlook, Word, and Excel (2 years' experience in professional setting).
- Ability to research, interpret, and explain
- Good organizational, time management, and prioritization skills.
- Ability to work independently or as part of a team on assigned tasks.
- Excellent written and verbal communication skills.
- Must be able to move appropriate records/records boxes (25 pounds) as needed to conduct assigned tasks.
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication
  - Inspire Others
  - Commitment to Excellence
- 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:**

- Associates or Bachelor's Degree in Accounting.
- Experience using AFRS, FES, and/or NaturE.

**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](http://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](mailto: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](http://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](mailto:lisa.brandt@dnr.wa.gov), 509-899-7065 or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto: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](mailto:CareersHelp@des.wa.gov).

**Fiscal Technician Lead 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 a HS diploma and 3 years of experience in accounts payable, accounts receivable, payroll, or closely related field to include: 15 credit hours in accounting, one year of basic knowledge of accounting principles, one year experience using professional automated accounting programs?
- Yes  
 No
- \* 4. Do you have experience using computer programs such as: Microsoft Outlook, Word, and Excel (2 years' experience in professional setting)?
- Yes  
 No
- \* 5. 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  
 Diversityjob  
 Ziprecruiter  
 Other (please specify below)
- \* 6. If you answered "other" to the previous question, please specify how you learned of this employment opportunity in the space below.

\* Required Question