

Employment

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Financial Manager

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| Division: | Maintenance & Operations/ Facilities |
| Recruitment Number: | WMS 08-050 |
| Location: | Tumwater |
| Salary: | \$67,384-\$86,292 annually depending on qualifications |
| Posting Date: | Friday, October 17, 2008 |
| Closing Date: | Open until filled |

Position Profile: Have you ever dreamt of the day that you had millions of dollars to spend? Did you think about where and how you would spend it? Well, in this position you will have the opportunity to analyze and assist in determining how to spend 56 million dollars for our Maintenance and Operations Facilities Office. As the Financial Manager, you will direct and supervise budget development and execution, carry out accounting administration, conduct expenditure monitoring and reporting, perform allotment preparation, and manage regional allocations. In addition, you will lead and implement the financial budget for the Facilities and Safety Rest Area programs. Not only will you be managing the division's accounts and budget, you will have the opportunity to learn project management and project delivery of facilities and lease management. This position will provide oversight and management of facilities agreement, development amendments, review and execution. The incumbent will also assist the division's management team in the development and implementation of alternative finance methods in support of the Capital Facilities Program.

The successful candidate will:

- Possess a bachelor's degree in Accounting, Business Administration, Public Administration or closely allied field including 30 quarter hours or 15 semester hours in accounting, and five years progressive experience in budget or accounting in state service.
- **OR** 30 quarter hours or 15 semester hours of college level accounting, and five years progressive experience in state budgeting or accounting, additional experience will substitute for education on a year for year basis as long as the core accounting credits have been obtained.
- Have knowledge of budget theory and preparation, implementation, allotment preparation, monitoring and financial reporting.
- Fully understand strategic planning, business planning and performance budgeting.
- Communicate effectively in the written and oral form. The ability to prepare and deliver high-quality presentations and translate technical information to diverse audiences.
- Be skilled in creating complex accounting reports in a variety of software such as EXCEL, WORD, FileMaker Pro and PowerPoint.
- Possess senior-level management experience. The ability to build and lead a team with diverse interests to successful completion.

Desired qualifications include:

- Knowledge of Washington State and WSDOT financial systems such as TRAINS, TRACS, FIRS, Facilities Inventory System and CPMS.
- Complete understanding of state and federal laws, legislative process and WSDOT's policies and procedures pertaining to accounting and budgeting.

Compensation: \$67,384-\$86,292 annually depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee assistance program; deferred compensation plans; educational benefits program; 11 paid holidays; and state retirement plans.

How To Apply: To be considered for this position, we would like to have the following materials (combined into one document) sent to HQHR@wsdot.wa.gov (subject: WMS 08-050).

- Letter of Interest
- Chronological Resume
- [Applicant Profile](#) (Optional survey)

Be prepared to provide references at the time of interview.

Application assessment will be ongoing and the hiring authority reserves the right to offer the position at any time during the recruitment process. It is to the applicant's advantage to apply as early as possible.

Electronic application materials in Word format are preferred; however, hard copies may be sent to:

HQHR@wsdot.wa.gov
Subject: **WMS 08-050**

or WSDOT - Headquarters
Office of Human Resources
Attn: Rafeeah Sok
PO Box 47310
Olympia, WA 98504-7310
Phone: 360.705.6932
FAX: 360.705.6849

If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the Applicant Profile Form. This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel.

[Applicant Profile Form](#) (pdf 370 kb)
[Applicant Profile Form](#) (doc 968 kb)

Agency Profile: The Washington State Department of Transportation (WSDOT) values its employees, challenges them to continuously improve the way we do business, to meet and exceed the needs of our customers, and to carry out their duties in an ethical manner. WSDOT is a multi-modal transportation agency in one of the fastest growing areas of the country, responsible for planning, building and operating a complex highway system in addition to operating a large ferry system and freight and passenger rail system.

This announcement is published by the Washington State Department of Transportation. The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 705-7504. Applicants that are deaf or hard of hearing may call through the Washington Relay Service at 7-1-1.