

## Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Deputy Director, Accounting & Grant Services	Position Number/Object Abbreviation: 71088881	
Incumbent's Name (If filled position): VACANT	Agency/Division/Unit: DOH/COS/Financial Services	
Address Where Position Is Located: 101 Israel Road SE, Tumwater, WA 98501	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Kristina White, Director of Accounting & Grant Services	Supervisor's Phone: 360-790-7386	

Organizational Structure
Summarize the functions of the position's division/unit and how this position fits into the agency structure ( <b>attach an organizational chart</b> ).
<p>The Office of Financial Services (FS) provides leadership and support for agency priorities and programs through quality financial and operational management including budgeting, contracting, grant management, purchasing, and accounting services. The division ensures financial compliance with state and federal laws, regulations, and reporting requirements in addition to performing agency-wide financial activities. The division also ensures operational effectiveness and financial stability of the agency. Financial Services' commitment to customer service, innovation, accuracy, and quality in partnership with fellow DOH staff and programs and external customers supports the Department of Health's vision in becoming reality.</p> <p>The Office of Accounting &amp; Grant Services (OAG) provides leadership and oversight for grant management, accounting, revenue, and payroll services for the entire agency. The Office of Accounting &amp; Grant Services ensures financial compliance with state and federal regulations and accurate and timely financial reporting for the State Annual Comprehensive Financial Report (ACFR). This position reports to the Director of Accounting and Grants.</p>
Position Objective
Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.
<p>The Deputy Director of the Office of Accounting and Grant Services (OAG) is responsible for managing the Accounting and Indirect Cost Allocation units within the Office of Accounting and Grants. This position is responsible for providing DOH with centralized indirect cost allocation, accounting, and revenue activities in an efficient and reliable manner. This position ensures compliance with both state and federal laws, regulations, and policies, and ensures the accuracy of all accounting records and is responsible for the Annual Comprehensive Financial Report (ACFR) for the agency and significant coordination for state and federal audits. The Deputy Director provides leadership on accounting related systems policies, procedures, and legal requirements with the goal of promoting effective management and maintaining compliance.</p> <p>The Deputy Director contributes to the agency's goals and mission through assisting and implementing and supporting policies, procedures, and financial systems that focus agency-wide fiscal resources on public health priorities. This position provides leadership and guidance to assure timeliness, accuracy, and correctness of agency financial information, together with reviewing and improving agency financial support systems to demonstrate the agency's accountability in managing public health resources. This position is responsible for improving internal and external</p>



customer service delivery and promoting compliance, efficiency and effectiveness of agency-wide financial processes and record keeping.

### **Assigned Work Activities (Duties and Tasks)**

Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

In partnership with the Director of OAG, provide leadership, direction, and oversight for the Office of Accounting and Grant Services. Actively engaging with the OAG leadership team, coordinating staffing resources, managing the office budget, and developing goals and objectives for operations. Assure appropriate and optimum use of the agency's resources and enhance the effectiveness of employees through timely performance appraisal, training, coaching and professional development. Support effective communications throughout the organization. Maintain the highest standards of personal/professional and ethical conduct and support the State's goals for a diverse workforce. Develop and oversee a robust training and development program for OAG staff focused on development and succession of staff managing and performing accounting and other financial activities. In the absence of the Director of OAG, this position has full delegated decision-making and signature authority.

Provide direct supervision and performance management for the staff in the cash receipt processing, accounts receivable and payable, indirect cost management, and financial records units including planning, leading, organizing and controlling the work performed by the units, as well as performance planning, development, and evaluation.

Serve as a key advisor to the Executive Leadership, Chief Financial Officer, Agency Deputies, and other agency leadership on fiscal and internal control matters of the agency. Provide technical consultation to senior managers and program managers on strategic management of financial resources. Review and analyze proposed legislation for policy and fiscal impact on agency-wide services related to accounting and grant financial reporting requirements and practices.

Partner with other state agency leaders and OFM in development of One Washington initiative, statewide financial policies/procedures, and other fiscal committee activities statewide. Communicate and lead up to DOH leadership, sharing the importance, consequences and efficiencies of statewide initiatives and activities. Provide oversight leadership for agencywide fiscal projects and process improvements (e.g. Community Compensation, Asset Management, ConCon Payments, etc.) which require OFS to partner with internal staff and external partners, agencies, and constituents, including but not limited to tribes, local health jurisdictions, and community members.

Accurately interpret and apply state and federal laws on accounting and financial management to maintain compliance with state and federal regulations. Ensure compliance with department, state, and federal policies and regulations relating to financial systems. Partner with Agency Risk Manager, Internal Control Officer and other key leaders to develop, evaluate, and ensure compliance with internal controls, and respond to state and federal audits.

Oversee the preparation of the agency's indirect cost proposal and negotiate indirect cost rates with the cognizant federal agency. Oversee the management and processing of the Cost Allocation System and related activities to maintain compliance with federal and state regulations and approved indirect cost agreement. Ensure accurate calculation and reporting on indirect earning, spending, and variances for all indirect rates/cost pools.

Create efficiencies in accounting processes through incorporation of lean principles and strategies, implementation of improved technology, and integrating best practices by partnering with other state and federal agencies. Establish a clear organizational vision that results in quality customer service and high customer satisfaction.

Participate in and provide leadership for Financial Services Continuity of Operations Plan (COOP) and other emergency preparedness and response activities related to fiscal and contracting. Serve as the Chief Financial Officer or other key leaders, as needed, in the event of an emergency when COOP is activated.

### **Accountability – Scope of Control and Influence**



**Provide examples of the resources and/or policies that are controlled and influenced.**

This position reviews, analyzes, develops, and implements agencywide policies procedures and processes impacting agency fiscal matters, including but not limited to: Travel, Non-sufficient Funds Charge, Accounts Receivable, Vendor Payments, Memberships in Associations and Organizations, and Indirect Rate Proposal.

The position works closely with state and federal accounting analysts and auditors resolving any fiscal issues that may be identified and developing or modifying agency policies and procedures to ensure future compliance with all federal and state regulations. This position is responsible for managing the financial and staffing resources for the Office of Accounting and Grants, which includes approximately \$6 million and 62 FTEs.

**Describe the scope of accountability.**

This position must employ effective oversight for core state and federal standards ensuring accurate, ethical, and timely fiscal management and reporting. Specifically, the position is responsible for:

- Oversight and development of the agency's indirect cost proposal and negotiations with the cognizant federal agency.
- Ensuring compliance with the state and federal laws and regulations in performing fiscal activities such as vendor payments, fiscal reconciliation, indirect costs, cost allocation, governmental accounting, and maintaining internal controls.
- Ensuring accurate, ethical, and timely reporting of all financial activities including the State Annual Comprehensive Financial Report (ACFR).
- Responding to audits requests and resolving any audit findings to ensure future compliance with all federal and state regulations.
- Developing, updating, and implementing policies and procedures of fiscal nature.
- Providing guidance to executive and senior leadership in the interpretation of federal and state laws and regulations and statewide initiatives that impact agency funding.
- Providing oversight and leadership for fiscal projects related Statewide and Agencywide projects (e.g. OneWA, Community Compensation, etc.), developing goals and objectives, allocating resources, and ensuring smooth implementation.

**Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).**

If funds are mismanaged and fraud occurs or if substantial errors are found through internal reviews or external audits by SAO, the entire agency may be negatively impacted. Implications of such audits would be public to our customers and could negatively impact our customer's perception of our business. Mismanagement or reporting of agency funds could create challenges in the agency's ability to fund and fill positions that provide vital public health services. This could also lead to the state not meeting federal and state statutory requirements putting the state at further legal, financial, and public health risk.

**Financial Dimensions**

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

**Operating budget controlled.**

- Responsible for managing a biennial budget of \$6 million and 62 FTE's.

**Other financial influences/impacts.**

- Accountable for monitoring of agency indirect cost pools and ensuring expenses are aligned with indirect cost recoveries of approximately \$49 million annually.
- This position has delegated decision making authority in the absence of the Director.

**Supervisory Responsibilities**

Supervisory Position: Yes  No



If **yes**, list total full time equivalents (FTE's) managed and highest position title.

This position manages a total of 35 FTE's, with direct supervision of six FTEs, including two WMS and four WGS FTEs. The highest position supervised is the Accounting Services Manager (X2B-589). This position has delegated authority over the entire office of 62 FTE.

### Decision Making and Policy Impact

**Explain the position's policy impact (applying, developing or determining how the agency will implement).**

This position is responsible for the development, application and implementation of financial policies that relate to federal and state requirements and financial reporting, cost allocation, and indirect rate proposals. This position is responsible for implementing financial policies to ensure sound business practices and agency compliance with regulations and fiscal best practices.

**Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.**

This position is responsible for making recommendations to the Chief Financial Officer and other agency leadership. This position is also expected to formulate recommendations regarding the agency indirect cost pool, federal grant compliance, corrective action to audit findings and internal control policies and procedures. It is through the position's expertise and experience that these decisions are made.

**Explain the major decision-making responsibilities this position has full authority to make.**

This position makes decisions for the agency regarding proper accounting of all agency revenue, expenditures, financial reporting, and negotiation of the indirect cost rates. The implementation of these decisions is accomplished through collaboration and partnership with program and financial services staff.

This position has full authority to develop and implement work plans; manage daily operational and administrative matters; review unit performance and implement corrective practices to support the office meeting performance goals; hiring, orientation, and training of staff; staffing assignments to meet changing demands and surge capacity during peak work times (e.g. legislative session and fiscal year close) within OAG. The Deputy Director also has authority to approve purchases up to \$20,000, authorize in-state travel, and establish the internal organization of OAG.

**Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?**

This position is responsible for making both tactical and strategic decisions regarding agency accounting, revenue, indirect cost management, and financial reporting activities. This position uses technical judgment daily utilizing established agency policies, OFM guidelines, and federal regulations to ensure agency funds are managed and accounted for accurately and timely.

This position evaluates the impact of new or revised policies and directives from OFM and federal agencies in order to communicate, implement and manage the changes with the most equitable approach and least amount of impact to agency staff and external customers, for example the financial policies/procedures associated with providing community compensation and employee/non-employee travel. This often involves analysis of complex and sometimes unexplored regulations, directives, and policies that have significant impact on the internal effectiveness of agency operations and programs typically over several years and require innovative out of the box thinking.

**What are the risks or consequences of the recommendations or decisions?**

This position is relied upon for its expertise and consultation in financial procedure and reporting, financial management, internal controls, and compliance. This often involves complex issues impacting financial decisions with agency-wide impact. The risks associated with poor recommendations, errors in processing, or management of funds inconsistent with state and federal regulations can result in financial liability, audit findings, and potentially loss of funding.

### Qualifications – Knowledge, Skills, and Abilities



List the education, experience, licenses, certifications, and competencies.

### Required Education, Experience, and Competencies.

- Bachelor's degree with a major study in accounting, business, finance, public administration or closely allied field; **AND** three (3) or more years of financial experience including accounting policy, federal and state rules and requirements, accounting and auditing standards, and indirect cost management.

**OR**

- Seven (7) or more years of financial experience including accounting policy, federal and state rules and requirements, accounting and auditing standards, and indirect cost management.

**AND**

- Three (3) or more years of management and leadership experience to include all aspects of workforce and performance development and direct supervision.

### Computer skill levels:

- **Microsoft Excel** – ability to develop and manipulate spreadsheets with multiple math functions, advanced filters, and links to external sources of information. Create custom toolbars and chart types, import data from other sources, filter lists, and use data analysis tools.
- **Microsoft Word** – ability to create, format, and edit tables, charts and graphs; insert and format sections, create headers and footers, and work with pictures and draw objects.
- **Microsoft PowerPoint** – ability to create, format and edit presentations; insert and format slides, create linked charts and graphs and work with pictures and objects.

**AND**, the following Competencies:

- **Ensures Accountability** – Demonstrates the ability to hold yourself and others accountable to meeting commitments. Demonstrates fiscal accountability by following finance regulations, principles, standards and guidelines when committing finance resources or processing finance transactions.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Communicates Effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Manages Complexity** – Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems. Demonstrates the ability to analyze and translate complex financial data, processes, and systems so that financial information is easily understood by fiscal and non-fiscal employees.
- **Demonstrates self-awareness** – Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses and continual growth and learning.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Values Differences** – Recognizing the value that different perspectives and cultures bring to an organization.

### Preferred/Desired Education, Experience, and Competencies.

- Two (2) or more years of accounting and auditing experience in WA State Government Agency.
- Experience with WA State accounting and reporting systems such as Agency Financial Reporting System (AFRS), Enterprise Reporting, Web Intelligence, Travel Expense Management System (TEMS), and Workday.
- Certification as a Public Accountant (CPA).

The following Competencies:

- **Strategic Mindset** – Seeing ahead to future possibilities and translating them into breakthrough strategies.



- **Leading up** - Taking initiative to research, analyze, and communicate to agency leadership about issues or opportunities on the horizon that could be impactful to the agency.
- **Create an environment of Success** - Ability to integrate performance leadership into program activities, provide coaching and mentoring for improved success, provide personalized recognition and celebrate successes, and displays characteristics of interpersonal influence.
- **Builds Networks** – Effectively building formal and informal relationship networks inside and outside the organization.
- **Organizational Savvy** – Maneuvering comfortably through complex policy, process, and people-related organizational dynamics.

**Special Requirements/Conditions of Employment**

List special requirements or conditions of employment beyond the qualifications above.

**Working Conditions**

Work Setting, including hazards:	The assigned duty station is in Tumwater, Washington. Telework (mobile-work) is currently expected. Incumbent must have internet access and connectivity. Activities performed will require mobile work from locations across the Tumwater Campus or personal residence. Must be capable of sitting or standing for extended periods, looking at a computer monitor. Work is performed indoors in an office environment in various workspaces. Department of Health is a scent neutral, drug-free, alcohol-free, and smoke-free campus.
Schedule (i.e., hours and days):	This position is expected to schedule their time within a typical 40-hour work week. This is an overtime exempt position. There may be times the incumbent is expected to adjust schedule and work additional hours as needed to meet business demands and deadlines. An alternative work schedule may be considered upon request and supervisor’s approval.
Travel Requirements:	Some travel and overnight stay throughout the state or nationwide may be necessary for partner engagement, training, conferences, or emergency response activities. Must be willing and able to legally operate a state- or privately-owned vehicle or provide alternative transportation. Some essential functions will require regular commute to the Tumwater campus at least one day per week.
Tools and Equipment:	Office duties require use of standard office furniture (desks, files, cabinets, computer, phone, fax machine and copy machines, etc.) This position may not have an assigned desk.
Customer Relations:	Required contact with culturally diverse customers (clients, vendors, contractors, local health jurisdictions, community-based providers, state agencies, other stakeholders).
Other:	Department of health employees may be needed to provide leadership and support during and outside regular hours in case of a public health emergency. This position must be able and willing to support the Emergency Response Operations or Agency Continuity Operations in the event of an emergency.

**Acknowledgement of Position Description**

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.



Date: 01/10/2024	Supervisor's Signature (required): /s/Kristina White
Date: 1/22/2024	Appointing Authority's Name and Title: Alexandra Kelley, Deputy Chief Financial Officer Signature (required): /s/ AKelley
<b>As the incumbent in this position, I have received a copy of this position description.</b>	
Date:	Employee's Signature:

**Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.**

