



Financial Technician

Non-Classified Classification

Open for Recruitment: November 4, 2009 – November 24, 2009

Announcement # NONCLS020978

Salary Range: \$12.50 - \$16.00 per hour [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking a Financial Technician to provide support to the Accounting Department.

The principal function this position is to perform a wide variety of professional, financial administrative duties, including processing and auditing vendor payments and responding to customer requests as they pertain to reimbursement guidelines and policies. Due to the nature of the work, the incumbent must be detail-oriented to process financial transactions quickly and accurately and provide financial and data analysis. Work is performed under the supervision of the Chief Financial Officer, with some work assignments coming from the Senior Financial Analyst. Work is performed with latitude granted for the exercise of independent judgment and initiative within standard policies and procedures. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

Responsibilities:

- Analyze, research, forecast, and reconcile complex financial documents.
- Prepare, reconcile, and balance financial transactions utilizing broad knowledge of an organization's programs and financial requirements.
- Review, complete, and process financial documents to ensure compliance with laws, regulations, and policies for approval.
- Develop ad-hoc reports, spreadsheets, and other financial documents and procedures.
- Some incumbents deal extensively with public officials, business representatives, and/or the general public to identify and resolve non-routine issues.

Minimum Qualifications:

- Good knowledge of financial record keeping methods.
- Experience researching and compiling financial information and preparing summaries and reports
- Experience using personal computers to enter, retrieve, and edit financial data.
- Experience using the statewide accounting system (i.e. STARS, IPOPS, IBIS) preferred.

Application Procedure:

Please submit 1.) a letter of interest, 2.) the support staff employment application (see link below), 3.) your resume', and 4.) three (3) letters of recommendation or the names and contact information of three (3) professional references to:

State Department of Education
Human Resources Office
650 W. State Street
P.O. Box 83720

Boise, ID 83720-0027
Phone: (208) 332-6873
Fax: (208) 334-2228
E-Mail: hr@sde.idaho.gov

Your letter of interest and/or resume' should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. The support staff employment application and veteran's preference information can be found at:

<http://www.sde.idaho.gov/JobOpenings/default.asp>

Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

**Thank you for your interest in employment with the
State Department of Education!**

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.