



THIS POSITION IS EXEMPT FROM CIVIL SERVICE

WEBSITE

<http://www.cpaboard.wa.gov>

EMPLOYEE BENEFITS

Washington State offers a competitive benefit package that includes vacation and sick leave; health, life, and disability insurance; retirement; social security; and leave for military service.

The Board of Accountancy is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons needing accommodation in the application process, or this job announcement in an alternative format, may call 360.725.0158 or the Telecommunications Device for the Deaf 360.664.3649

STATE OF WASHINGTON EXECUTIVE DIRECTOR – BOARD OF ACCOUNTANCY

SALARY Commensurate with experience + benefits

LOCATION Olympia, WA

OPENS November 3, 2015

CLOSES December 2, 2015

The top candidates will be invited to interview to determine the finalists for this position. Because the selection will be based on information provided by the candidates, it is in the candidate's best interest to address the mandatory and desirable qualifications for the job as they apply to their knowledge, skills, and abilities.

OVERVIEW

The Washington State Board of Accountancy is a consumer protection agency that initially qualifies and continues to monitor the professional performance and ethical behavior of Certified Public Accountants (CPAs), CPA-Inactive certificate holders, CPA firms, and non-licensee CPA firm owners. The Board of Accountancy is a small cabinet agency with ten employees. The Executive Director reports to the Governor's Deputy Chief of Staff; serves at the pleasure of the Governor; and is responsible for managing and providing executive leadership, overall direction, and strategic vision to the agency.

The Board of Accountancy provides the following services to individual and enterprise consumers in Washington State:

- Provides consumer alerts and public protection information.
- Tests approximately 2,000 Washington CPA candidates each year.
- Evaluates the initial qualifications of applicants and firms and approves or denies licenses.
- Reviews and monitors the continuing qualifications and performance of the almost 17,000 individuals and 2,100 firms licensed in Washington.
- Provides an electronic means for individuals and firms to renew their credentials, change their addresses, amend firm ownership information, and pay fees via ACH or by using a bank card.
- Investigates, on average, 100 complaints and alleged violations of the Public Accountancy Act that are received each year.
- Coordinates and collaborates with other State Boards of Accountancy regarding CPAs performing work across state borders.
- Answers questions from CPAs, certificate holders, firm owners and staff, future CPAs and CPA clients.

DESIRABLE QUALIFICATIONS

Bachelor's Degree or higher in accounting in business administration to include 30 semester hours of accounting from an accredited college or university. (RCW 18.04.045 requires that the Executive Director hold and maintain a valid Washington CPA license.) Candidates should bring strengths in both external relations and a high-level of internal management, with an ability to balance the two.

The ideal candidate will be knowledgeable about, have experience with, or possess the following traits:

- Implementing continuous improvement methods aimed at achieving better outcomes, simplifying processes, and reducing costs.
- State governmental operations and Washington State agency law and regulations.
- Enterprise fund revenue forecasting techniques and cash flow budgeting to manage the sole source of agency revenue.
- Contemporary management theory and practices with an emphasis on developing teamwork within small organizations.
- Legal and administrative investigations, including preliminary mediation or settlement proceedings.
- Formal legal, administrative or legislative proceedings, including providing testimony to legislative committees.
- Community engagement skills and a desire to authentically collaborate with stakeholder groups.
- Proven leadership and management experience.
- A high level of integrity, ethics and transparency. The ability to build a customer-centered organization and be a strategic business partner while still performing a regulatory function with an emphasis on adding value through improved customer service.
- The state's Public Accountancy Act and Board rules.
- Extensive familiarity with the professional standards and federal regulations that govern the behavior and performance of CPAs.
- The legal rules of evidence.

PROCESS

Interested applicants should submit the following:

- (1) A letter of interest, describing specific qualifications for the position.
- (2) A current resume, detailing experience, education, and current salary.
- (3) A list of at least three professional references with current telephone numbers.

Please send completed application packets by mail, fax, or email to:

Employee Services
PO Box 43127
Olympia, WA 98504-3113 or
OFMHR@ofm.wa.gov or
360-586-0051 FAX