



CITY OF SEATTLE

Accounting Technician II

SALARY:	\$22.16 - \$24.79 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Teamsters, Local 763 - Municipal Court
CLOSING DATE	06/30/15 04:00 PM Pacific Time

POSITION DESCRIPTION:

Seattle Municipal Court's Accounting group monitors the collection and distribution of \$42 million annual revenues from fines, fees, and penalties. This small team is looking for a candidate with strong attention to detail, great problem-solving skills, and outstanding customer service. This position interacts with a diverse group of individuals that include the public, Court staff, judicial officers, attorneys, vendors, and other City of Seattle employees and therefore, we seek someone with who will interact with the public and coworkers in a friendly and professional manner.

At the Seattle Municipal Court, the Honorable C. Kimi Kondo currently serves as the Presiding Judge over 12 judicial officers and 200 staff. The Court adjudicates all misdemeanor and gross misdemeanor crimes, infractions, and civil violations authorized under the Seattle Municipal Code and certain Revised Code of Washington statutes. During 2014, the Court processed approximately 495,000 infractions and approximately 11,000 criminal filings.

JOB RESPONSIBILITIES:

The following provides an overview of some key responsibilities an Accounting Technician II may perform at the Court:

- Accesses and regularly works with sensitive and highly confidential information.
- Researches and corrects accounting records with third party collection agency.
- Contacts appropriate parties to resolve checks with insufficient funds.
- Maintains and accurately updates court docket and customer information via databases in a timely manner.
- Processes payments for court services performed by witnesses and jurors.
- Serves as the point of contact for petty cash requests and processing.
- Prepares previous day's cash reconciliation report and monthly financial statistics.
- Maintains regular and punctual attendance, is a team player, and actively participates in meetings and events.
- Provides back-up support for co-workers' leaves of absence.

QUALIFICATIONS:

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You will need to possess the following qualifications (or a combination of education, training, or experience, which provides an equivalent background, required to perform the work of the class):

Two years of accounting or bookkeeping experience (required), which includes processing NSF checks, applying strong analytical and problem solving skills, using sound judgment to make corrective account adjustments, proficiency using computer databases and Excel, having a positive attitude, effectively communicating with others, providing outstanding customer service, working independently, prioritizing tasks, and learning and understanding procedures.

DESIRED QUALIFICATIONS:

In addition to the required qualities mentioned above, the following are desirable qualifications:

- Preferred work schedule 7:30 A.M. – 4:30 P.M., Monday through Friday.
- Two plus years of experience reconciling collections accounts.
- Intermediate proficiency or higher skill level in Microsoft Excel and Microsoft Access (or similar database software).
- Proficient at 10-key typing.

TO BE CONSIDERED:

Qualified candidates must submit the following to be considered:

(1) Employment application with all fields completed; please avoid using “see attached resume”, (2) Cover letter indicating how your skills and experiences align with the stated job responsibilities and required qualifications, and (3) Current resume indicating relevant education and experience. Note: The cover letter and resume may be cut and pasted in the resume field of the application or uploaded as attachments to the application.

ADDITIONAL INFORMATION:

By completing the supplemental questions you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered subsequent to selection for a position.

After the closing date, the Court will review all applications. You will receive e-mail notification about your application status a few weeks after the closing date. We anticipate offering the position at the first salary step.

Appointment is subject to passing a background check. New employees must successfully pass the Payment Card Industry training and complete a 12-month probationary period prior to obtaining regular status in this classification. This is a Civil Service position with automatic enrollment into the City's Retirement Program; see the Benefits tab for more information. This position is covered by Teamster's Local 763 collective bargaining agreement. As a condition of employment, an employee in this position will be required to pay an amount equivalent to the union dues within 30 days of hire.

For more information on the Seattle Municipal Court, visit www.seattle.gov/courts. For questions about this opportunity, please contact Assistant Personnel Specialist, Jane Park at 206-684-5975.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2015-00797

<http://www.seattle.gov/jobs>
ACCOUNTING TECHNICIAN II
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.



OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Accounting Technician II Supplemental Questionnaire

- * 1. Did you include a cover letter AND resume with your application?
- Yes
 No
- * 2. What is your highest level of education?
- High School Diploma/GED
 Some College
 Associates Degree
 Bachelors Degree
 Masters Degree
 JD
 PhD
- * 3. Do you have two years of accounting or bookkeeping experience (required), which includes processing NSF checks, applying strong analytical and problem solving skills, using sound judgment to make corrective account adjustments, proficiency using computer databases and Excel, having a positive attitude, effectively communicating with others, providing outstanding customer service, working independently, prioritizing tasks, and learning and understanding procedures?
- Yes, I have at least two years of this type of experience.
 No, I do not have the equivalent of two years of relevant education, training, or experience.
- * 4. For your job experience that most closely matches this one, please type the job title and briefly list your relevant responsibilities associated with that job (400 character limit).
- * 5. Which of the following best describes your level of proficiency with Microsoft Excel?
- None - No experience with this software application.
 Very Limited - Occasionally use this knowledge/skill set, or have used it in the past.
 Beginner - I am able to perform data entry, create, open, save and print documents; cut, copy, paste and delete text; format text; set paper size and orientation.
 Intermediate - In addition to beginner level skills, I am also able to set print area; insert headers and footers; create, use and update basic mathematical formulas (average, sum, percentage); sort and filter data.
 Advanced - In addition to intermediate level skills, I am also able to create charts; create and edit pivot tables from data sets; create if-then statements or other conditional queries; link data from multiple documents.
- * 6. Which of the following best describes your level of proficiency with Microsoft Access?
- None - No experience with this software application.
 Very limited - Occasionally use this knowledge/skill set, or have used it in the past.
 Beginner - I am able to create, save, manage, and maintain a database; modify a database structure; generate new records; create and use tables within Table Wizard and Design view.
 Intermediate - In addition to beginner level skills, I am also able to create parameter and action queries;

join tables; work with join properties; create cross-tab queries; create basic Macros and use hyperlinks.

Advanced - In addition to intermediate skills, I am also able to plan and examine an application; use one form for two purposes; add or edit records; automate a dialog-box form with a Macro group.

* 7. Briefly state why you are interested in the Accounting Technician II position and what you would bring to the team (400 character limit).

* Required Question