CITY OF SEATTLE

Senior Accountant – Temporary

Job #2016-00545

Salary:	$33.49 - $38.99 Hourly
Location:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
Job Type:	Temporary - Benefit Eligible
Shift:	Day
Department:	Municipal Court of Seattle
Bargaining Unit:	Not represented
Closing Date	04/12/16 04:00 PM Pacific Time

Position Description:

The City of Seattle's Municipal Court (SMC) is one of the highest volume Courts of Limited Jurisdiction in the state with seven elected Judges, six appointed Magistrates, and over 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.

SMC's Accounting group monitors the collection and distribution of $44 million annual revenues from fines, fees, and penalties. This small team is seeking an outstanding Senior Accountant to work in a term-limited capacity on the Summit Accounting System Re-implementation project. Under the general direction of the Accounting Manager, the person in this role will perform accounting functions, work on standardization of processes, and ensure the court's financial transactions are integrated and adjusted to into the new Summit system.

This is a Term-Limited Temporary (TLT) assignment that may last up to three years and comes with a great benefits package. Fringe benefits are available effective the first of the month following date of hire. This comprehensive package includes medical/dental/vision and some optional benefits; and applicable city paid time off.

The work schedule for this position is full-time, 8:00 am to 5:00 pm, Monday through Friday; flexible schedule allowed with approval.

Job Responsibilities:

Senior Accountant - Summit Re-implementation Project - Responsibilities:

- Standardize the structure and the use of the Chart of Accounts and the Chart Fields to support consistent management, financial and accounting reporting across the City.
- Use the PeopleSoft General Ledger module to accumulate accounting transactions in summary for internal and external financial reporting purposes.
- Move to project-based accounting to ensure all transactions are consistently recorded against projects in order to support cost accumulation, reporting, internal and external billing and cost allocations.
- Use the PeopleSoft Contracts module to implement agreements between organizations to support external and internal billing.
- Expand the use of Accounts Receivables for external billings and use for internal billings.
- Implement Accounts Receivables functionality to enable the City to take advantage of electronic banking by sending and receiving funds electronically.
- Ensure departments and users have efficient and flexible means of purchasing goods and services to meet their business requirements.
- Ensure internal control policies are adhered to by standardizing the City's procedure to pay businesses and system processes are based on PeopleSoft functionality.
- Expand the use of electronic banking and credit card payments by sending and receiving funds electronically.
- Ensure the capture of purchase transaction details within the financial system when credit card payments are made.
- Provide improved controls over the use of funds by introducing commitment control functionality configured and set for warnings of pre-encumbrances and encumbrances.
- Assess the capability of moving to a paperless environment via a scanned document process.
- Implement new reporting functionality to support the production of standard reports, user developed reports, queries and data extracts for public, citywide, departmental and user reporting.
- Review, guide and prioritize any needed changes to Summit to ensure the new financial system can more easily receive and show data from the Municipal Court Information System (MCIS).
- Other projects include mapping ACH transfers to directly pay court interpreters and vendor payments for jurors.

Minimum Qualifications:

- Bachelor's Degree in Accounting or related field. Requires satisfactory completion of at least 24 semester hours or 36 quarter credit units in accounting with no substitution allowed.
- Three years of professional experience in general or governmental accounting
- OR a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class.

Desired Qualifications:

- 5+ years accounting and auditing experience.
- Experience working within an accounting upgrade implementation project
- Must be able to handle the review and reconciliation of accounts and funds.
- Experience working in a large, complex financial system.
- Solid experience using MS Excel.
- Strong analytical skills.
- In-depth knowledge of generally accepted accounting principles and relevant governmental accounting standards.
- Ability to work independently; work under pressure, within deadlines and exercise good judgment under limited supervision.
- Excellent customer service and communication skills.
- Ability to effectively work in a multicultural workplace with a diverse customer base.

Additional Information:

Hiring Process

Applications are reviewed after the posting closes, only those applicants selected for an interview will be contacted. Submit the following items to be considered for this vacancy:

1. Completed NEOGOV online (or paper) application.
2. Supplemental questionnaire responses.
3. A cover letter AND résumé.

Your application may be rejected if these items are missing or incomplete. Attaching or pasting a cover letter and résumé alone is not a substitute for completing the application itself.

Job offer is contingent upon verification of credentials and other information required by the employment process including completion of a background check, which may include criminal history background review and reference checks.

http://www.seattle.gov/jobs
SENIOR ACCOUNTANT - TEMPORARY
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APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016-00545

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.

Senior Accountant - Temporary Supplemental Questionnaire

* 1. Have you completed at least 24 semester hours or 36 quarter credit units in accounting?

❑ Yes
❑ No

* 2. Do you have a Bachelor's Degree in Accounting?

❑ Yes
❑ No

* 3. Do you have 3 or more years of professional accounting experience?

❑ Yes
❑ No

* 4. Describe your accounts receivables and accounting experience including the number of years worked and the size of the organization in terms of dollar value of the total revenues and the number of employees.

* 5. Do you have experience implementing an accounting system upgrade?

❑ Yes
❑ No

* 6. Describe your experience working with an accounting system upgrade:

* Required Question