



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

ACCOUNTS PAYABLE AND TRAVEL TECHNICIAN

FULL TIME

ANNOUNCEMENT NUMBER 23-WAW-21

ANNOUNCEMENT DATE April 24, 2023

CLOSING DATE Open until filled; preference given to resumes received by May 8, 2023

The U.S. District Court for the Western District of Washington is seeking an articulate, self-motivated, and detail-minded individual to join our team as a Accounts Payable and Travel Technician. Become a valued member of a dynamic team and thereby create a positive impact on our federal court system.

This position is part of Consolidated Administrative Services, serving the District Court Clerk's Office, Chambers and Probation and Pretrial Services. This position is located in the federal courthouse in Seattle, Washington. Some travel to the divisional offices may be required. This is a full-time position, 40 hours per week.

REPRESENTATIVE DUTIES

- Perform accounts payable duties including processing payment vouchers for all items, services and travel incurred by the Court and perform final review and processing of juror payments.
- Perform detailed payment reconciliations for vendor payments, purchase card accounts and travel card accounts. This includes monitoring the status of invoices, tracking and reconciling payments, and assisting the procurement team with accounts payable related tasks.
- Serve as vendor liaison: work with vendors to input data into the accounting system using both judiciary and federal vendor management systems, research and solve payment problems and answer vendor questions when needed.
- Serve as the unit coordinator for government travel card and the purchase card accounts; process applications for new account holders and run monthly reports. Confirms travel with the national Travel Management Center and assists travelers with itinerary questions and issues and ensures compliance with travel rules and regulations. Researches travel guidelines, updates changes and shares with employees.
- Ensure adherence to all applicable guidelines on budget, accounts payable, travel and purchasing practices.
- Perform quality control and review functions for the budget, finance, facilities and procurement departments.
- Assist with vendor escorts, paperless initiatives, and other duties as assigned.

QUALIFICATIONS	<ul style="list-style-type: none"> • High school diploma or equivalent; and a minimum of two years of progressively responsible administrative, technical, or professional experience. • Knowledge of Microsoft Office Suite and experience with virtual meeting platforms such as Zoom or Microsoft Teams. • Ability to communicate information clearly and professionally with a variety of people, including Judges, court personnel, and the public. • Ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive material with a calm, professional, friendly, and patient demeanor. • The ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed. • Strong written and verbal communication skills; • Strong math skills; • Extraordinary attention to detail; • Excellent organizational and time management skills; • Strong customer service skills and ability to deal with a wide variety of people tactfully and courteously; • Ability to use independent judgment and discretion; • Excellent data entry skills and accuracy.
PREFERRED QUALIFICATIONS	<p>Preferred qualifications include:</p> <ul style="list-style-type: none"> • Experience in bookkeeping or accounts payable; • Experience with automated financial management systems; • A bachelor's degree. • Proficiency with a wide range of technology, including SharePoint and Adobe Acrobat.
SALARY RANGE	<p>Court Personnel System Classification Level: CL25, Step 1 – 61, \$50,807 - \$82,603 annually CL26, Step 1 – 61, \$55,961 - \$90,945 annually</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
BENEFITS	<p>The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including flexible schedules, ORCA transit passes, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
APPLICATION INSTRUCTIONS	<p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> • Cover Letter • Resume • Completed AO78 Form Application for Federal Employment - <i>* For this vacancy announcement (23-WAW-21), you do not need to complete the optional background information – questions 18, 19, and 20.</i> <p>Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human</p>

**INFORMATION FOR
APPLICANTS**

Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials can be submitted via e-mail to:

seattle_personnel@wawd.uscourts.gov

Or to:

Human Resources (#23-WAW-21)

U. S. District Court

700 Stewart Street, Suite 2218

Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.

The United States District Court is an equal opportunity employer and values diversity in the work place.