



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

ACCOUNTS PAYABLE TECHNICIAN (PART-TIME)

ANNOUNCEMENT NUMBER 17-WAW-11
ANNOUNCEMENT DATE February 14, 2017
CLOSING DATE March 5, 2017; open until filled

The U.S. District Court for the Western District of Washington is seeking a qualified part-time Accounts Payable Technician. This position is part of Consolidated Administrative Services located in the federal courthouse in Seattle, Washington. Some travel to the divisional offices may be required. This is a part-time position, 20 hours per week.

- REPRESENTATIVE DUTIES**
- Perform accounts payable duties including processing payment vouchers for all items, services and travel incurred by court units;
 - Perform quality control functions for the budget, finance and procurement departments;
 - Serve as a back-up to assist procurement and budget department in other functions including inventory, ordering supplies and assisting internal customers.
 - Ensure adherence to all applicable guidelines on budget, accounts payable and purchasing practices.

QUALIFICATIONS Candidates must have a high school diploma or equivalent and a minimum of two years of progressively responsible administrative, technical or professional experience.

The successful candidate will also possess:

- 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.

- PREFERRED QUALIFICATIONS** Preferred qualifications include:
- Experience in bookkeeping or accounts payable;
 - Experience with automated financial management systems;
 - A bachelor's degree.

SALARY RANGE

Court Personnel System Classification Level:
CL25, Step 1 – 61, \$20.60 – \$33.60 per hour
CL26, Step 1 – 61, \$22.76 – \$36.99 per hour
Depending on experience and qualifications; additional promotional potential without further recruitment.

INFORMATION FOR APPLICANTS

Qualified applicants should submit the following:

- Cover letter
- Resume

Via e-mail (Word or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Or to:

Human Resources (#17-WAW-11)

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. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

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 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. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not 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.