



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

ACCOUNTS PAYABLE TECHNICIAN (PART-TIME)

ANNOUNCEMENT NUMBER 21-WAW-18

ANNOUNCEMENT DATE April 11, 2021

CLOSING DATE Open until filled; preference given to resumes received by April 26, 2021

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, 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 part-time position, 30 hours per week.

REPRESENTATIVE DUTIES

- Perform accounts payable duties including processing payment vouchers for all items, services and travel incurred by the Court; perform detailed payment reconciliations for vendor payments and purchase card accounts; work with vendors to solve payment problems and answer questions when needed.
- Perform quality control functions for the budget, finance, facilities and procurement departments.
- Serve as the unit coordinator for government travel card and the purchase card accounts.
- 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.

<p>SALARY RANGE</p>	<p>Court Personnel System Classification Level: CL25, Step 1 – 61, \$22.51 – \$36.58 per hour CL26, Step 1 – 61, \$24.79 – \$40.28 per hour Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov</p> <p>Or to: Human Resources (#21-WAW-18) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>BENEFITS</p>	<p>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 (prorated for part-time employees), long term care options, annual and sick leave accrual (prorated for part-time employees), and ten 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>