



Currently accepting applications for:

Accounting Technician

SALARY: \$22.86 - \$26.29 Hourly

OPENING DATE: 03/10/21

CLOSING DATE: 03/25/21 04:30 PM

JOB SUMMARY:

King County Housing Authority (KCHA), an independent municipal organization, is a high-performing, nationally recognized leader in affordable housing and in providing innovative and effective housing solutions so that people and communities can prosper. Our vision is that all residents of King County have quality affordable housing. KCHA is the largest housing provider in the County, and annually the agency serves over 55,000 low-income individuals.

We transform lives through housing.

We are currently recruiting for a talented and experienced Accounting Technician to join the team in Tukwila, Washington. As a critical component in achieving the mission of the Authority, our Accounting Department is committed to working collaboratively across the agency to ensure that timely and accurate financial data is available whenever needed to support all housing programs and opportunities.

ESSENTIAL FUNCTIONS:

The Accounting Technician is responsible for a variety of accounting functions including some Accounts Payable and cash receipting processes. Knowledge and experience in accounting will be important as this individual will be responsible for:

- Tracking banking statements and some preliminary reconciliation tasks;
- Writing accounts payable and payroll checks and upload of Positive Pay;
- Records management of Accounting and Finance records;
- Making deposits via remote banking; making deposits at off-site bank; tracking and preparing cash receipts entries for posting.
- Preparing monthly state excise tax returns and scheduling payment; reconciling related general ledger accounts.
- Assist with Purchase Card administration and review;
- Participating in ongoing training and cross training opportunities;
- Providing backup for other Accounting Technicians as needed;
- Performing other duties as assigned.

[Click here for additional details regarding this position's classification specification.](#)

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- High School Diploma or GED **AND**
- Three (3) years of experience working with accounting data **OR**
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

Required Knowledge, Skills, and Abilities:

- Demonstrates experience maintaining records (manual and electronic) and performing data entry with a high level of accuracy and attention to detail.
- Understands technical aspects of the position by keeping up-to-date on the technical and procedural aspects.
 - Ability to interpret and explain applicable state and federal regulations, policies, and procedures.
- Ability to think critically and creatively to interpret data and make conclusions; will question and search for answers; evaluates ideas and information and develops ideas that lead to action.
- Strong organizational skills including prioritizing, ensuring accuracy, multi-tasking, and handling interruptions appropriately; ensuring assignments are completed in a timely and effective manner.
- Clearly and effectively communicates both verbally and in writing by actively listening and sharing relevant information.
- Exceptional customer service skills with the ability to place a high priority on professional excellence and manage stress appropriately.
- Exercises independent judgment using analysis, experience, and perspective in solving problems or communicating decisions or actions.
- Values diversity and possesses an understanding of multicultural and cultural competencies; ability to work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds.
- A collaborative team member with ability to develop effective working relationships; works cooperatively, exchanges ideas, and addresses issues in a constructive manner.
- Demonstrates flexibility and openness to change and commitment to continuous improvement as part of a dynamic work environment; ability to handle multiple interruptions.
- Proficiency using MS Office programs including Outlook, Word, Excel, database software, and other analytical software programs.

Special Requirements:

- Consent to and pass required assessments.
- Consent to and pass credit and criminal records background check.
- Position will require occasional travel off-site for KCHA business needs.

POSITION INFORMATION AND APPLICATION PROCESS:

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.

- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The starting salary range of this position is \$22.86 - \$26.29 per hour (dependent upon qualifications). Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, reduced tuition, and retirement benefits are also available.

Physical Work Environment

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment. Incumbents frequently use standard office equipment including personal computers, telephone and related equipment. Work entails high volume processing with tight deadlines. The incumbent will occasionally travel off-site on behalf of the Agency to complete banking responsibilities.

Equal Opportunity:

King County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

APPLY AT: [Accounting Technician | Job Details tab | Career Pages \(governmentjobs.com\)](#)