Closes: Open until filled with applications reviewed beginning March 25, 2021.
Status: Regular Full-time, 40 hours per week; Exempt FLSA status.
Salary: The starting salary range is $78,000 — $85,000 annually, DOE, with full benefits.
Location: Puget Sound Regional Council, Downtown Seattle, Washington

About PSRC
The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. PSRC brings together the region's diverse counties, cities and towns, native tribes, ports, the state of Washington and civic interests to help the region thrive, now and into the future. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. PSRC seeks to support an inclusive region and build a work culture which embraces diversity and promotes equity. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

The Position
PSRC is seeking a Senior Accountant to prepare, maintain, post and reconcile complex financial data to the general ledgers, special ledgers, and other fiscal records for the agency, according to generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB).

The Duties:
• Perform accounts payable, payroll, and related duties.
• Prepare invoices, revenue and budget reports, and quarterly taxes in accordance with established guidelines.
• Submit financial reports to granting agencies.
• Provide contract administration services including contract development and solicitation.
• Assist in budget development.
The Candidate:
The ideal candidate will have:

- Knowledge of financial record keeping, and basic accounting principles and procedures.
- Experience preparing financial statements. Government financial statement experience, a plus.
- Working knowledge of Microsoft Word and Excel.
- Experience using a computerized accounting system; experience in Microsoft Dynamics SL a plus.
- Ability to organize and prioritize work to meet deadlines and demands.
- Ability to analyze data and draw logical conclusions.
- Strong interpersonal skills and the ability to communicate effectively, both orally and in writing.
- Experience working as part of a team and with employees at all levels of an organization.
- Willingness to perform administrative tasks such as filing and word processing.
- Strong organizational and customer service skills.
- Experience with government audits, a plus.
- Ability to pass a credit check.

Experience and Education:

- A bachelor’s degree with a concentration of courses in accounting, plus four years of increasingly responsible experience in accounting, finance or a related field.
- Experience in the preparation of financial statements in a computerized setting.
- Or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability to perform the job.
- Public sector experience preferred.

To Apply:

- To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.
- The voluntary and confidential Equal Employment Opportunity, Applicant’s Invitation to Self-Identify – Veteran Status, and Voluntary Self-Identification of Disability forms are appreciated for applicant tracking purposes.
- For application materials, please visit: https://www.psrc.org/about/careers
About the Puget Sound Region

Spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods and a lively arts and culture scene are just some of what makes the Puget Sound region an exceptional place to live and work. Ringed by snow-capped mountain peaks and crisscrossed by waterways, the Puget Sound region is a commercial center and a major hub for Trans-Pacific and European trade. Some of the world’s most successful and innovative companies are based here, including Microsoft, Starbucks, Amazon, Boeing, Costco, Paccar, Weyerhaeuser, Nordstrom, and many more. Outdoor activities are especially plentiful given the region’s natural beauty and mild climate. Hiking in the Olympic or Cascade mountains, kayaking on Lake Union, or cycling on one of the many rails-to-trails paths are just a few of the options available. Washington is viewed as a progressive and innovative state where people are outgoing and friendly.

Benefits

PSRC provides a compensation package that includes a salary and benefits that represent approximately 30% of an employee’s total compensation package. Benefits-eligible employees at PSRC are provided a wide range of benefits including:

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Long-Term Disability (LTD)
- Washington State Public Employees Retirement Systems (PERS)
- Employer-match 457 Deferred Compensation
- Personal Time Bank (PTB)/Vacation Pay
- Holiday Pay
- Family Medical Leave
- Bereavement Leave
- Jury Duty Leave
- Military Leave
- Transportation Incentive Plan (TIP)
- Flexible Spending Accounts (FSA)
- Life Assistance Program (LAP)
- Long-Term Care (LTC)
- Flexible Work Schedules

Completed materials can be emailed to hrdept@psrc.org faxed to 206-587-4825, or mailed to:

Puget Sound Regional Council, attn: HR
1011 Western Avenue, Suite 500
Seattle, WA 98104-1035