Accountant

Closes: The position is open until 9:00am PST, Monday, August 14, 2023 or until filled, whichever occurs sooner. Applications will be evaluated and qualified candidates will be invited to interview on a weekly basis beginning the week of August 7, 2023.

Status: Regular Full-time, 40 hours per week; Exempt FLSA status.

Salary: The starting salary range is $75,000 — $78,000 annually, DOE, with full benefits. The full salary range for the position is $66,000 — $106,000.

Location: Puget Sound Regional Council, Downtown Seattle, Washington; the position is eligible for hybrid or remote work (within Washington state).

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 region. The thriving region is home to over 4 million people and is one of the nation’s fastest growing metropolitan areas. PSRC brings together the region’s diverse counties, cities and towns, native Tribes, ports, the state of Washington and civic interests to understand the challenges facing our region’s future and make plans for the region to continue to succeed. 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 Visit [www.psrc.org](http://www.psrc.org) to find out more. PSRC is an equal opportunity employer.

The strength of our region is rooted in our diversity. At PSRC, we’re striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. We aim to reflect the communities we serve. We encourage you to think broadly about your experiences and skill set for the position. We encourage people of all backgrounds and identities to apply.
The Position

The PSRC is seeking an Accountant to prepare, maintain, and post complex financial data to general ledgers, special ledgers, and other fiscal records for the agency according to generally accepted accounting principles.

The Duties:

- Perform accounts payable, payroll, and related duties.
- Prepare invoices, revenue and budget reports, and quarterly taxes in accordance with established guidelines.
- Record cash receipts and prepare cash transmittals and deposits.
- Coordinate employee benefits, deductions, and payments with payroll.
- Prepare invoices for annual and quarterly dues assessments.
- Financial reporting to granting agencies.
- Maintain records and collect data for annual audit.
- Prepare grant billings and other invoices.
- Provide contract administration services including contract development and solicitation.
- Assist in budget development.
- Respond to a variety of departmental and public requests for information from employees at all levels; provide requested information when authorized or refer to appropriate individual for response.
- Manage records, storage and retention schedules for Accounting.
- Perform other related duties as assigned, including administrative tasks such as word processing and filing.

The Candidate:

The ideal candidate will have:

- Knowledge of financial record keeping, and basic accounting principles and procedures.
- Working knowledge of Microsoft Word and Excel.
- Experience using a computerized accounting system.
- 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:

Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities to include:

- Associate’s degree in accounting, finance or business and two years increasingly responsible experience; Bachelor’s degree preferred.

- Or any combination of lived and education experience that would provide the applicant with the desired skills, knowledge, and ability to perform the job.

- Public sector experience preferred.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To Apply:

To be considered, applicants must submit a cover letter and resume as part of the application process and apply at www.governmentjobs.com/careers/psrc.

Other Information Related to Position:

- PSRC is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, veteran, or protected veteran status, genetic information and other legally protected characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at hrdept@psrc.org.

- This recruitment may be used to fill future openings for up to six (6) months.

- PSRC office hours are Monday – Friday from 8:00am – 5:00pm with work hours determined upon hired.
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