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# STAFF ACCOUNTANT

Non Exempt/Full Time  
Reports to Assistant Controller  
February 4, 2021

## Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

## Position Summary

Seattle Bank is currently seeking a Staff Accountant to join its Accounting team. The Staff Accountant will be skilled in Accounts Payable and general Accounting, have high ethical standards, and be inspired and driven by the idea of helping the Bank provide a great customer experience.

## Essential Duties

- Monitor and control Accounts Payable inbox.
- Set up new vendors and ensure that all required documents are in place before payment.
- Route invoices for management approval.
- Code invoices for payment.
- Process and maintain record of employee expense reimbursements.
- Process corporate credit cards and ensure supporting receipts are submitted.
- Process Accounts Payable checks and ACH payments.
- Prepare year-end spreadsheet for 1099 processing.

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• [seattlebank.com](http://seattlebank.com)  
• 206.281.1500



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- Prepare monthly GL account certifications.
- Prepare and compile the SOX 404 Account Reconciliation Certification worksheet and month-end binder.
- Prepare accounting journal entries and FASB Expense journal entries to be posted.
- Prepare the Daily FRB reconciliation.
- Prepare Daily Liquidity Monitoring Tool Report.
- Prepare bi-monthly payroll.
- Maintain Fixed Assets.
- Maintain investor profiles in QwickRate.
- Prepare Reg F analysis reports.
- Prepare monthly WA State Treasurer Public Deposit Commission Report.
- Treat people with respect; keep commitments; inspire the trust of others; work ethically and with integrity; uphold organizational values; and accept responsibility for own actions.
- Follow policies and procedures and support the Bank's goals and values.
- Other duties as assigned.

## We'd love to hear from you if you have:

- Bachelor's degree or three years' related experience and/or training; or equivalent combination of education and experience.
- Intermediate skills in personal computer operation; word processing, spreadsheet and specialty software programs.
- Intermediate typing skills to meet production needs of the position.
- Organized, analytical, and detail oriented.
- Basic math skills; ability to balance accounts; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.
- Excellent verbal, written, and interpersonal communication skills with the ability to apply common sense to carry out instructions, write correspondence, and speak clearly to customers and employees.

## Interested?

Please send a cover letter and resume to [jobs@seattlebank.com](mailto:jobs@seattlebank.com).

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Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas.

Employment at Seattle Bank is on an at-will basis.

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