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# ACCOUNTS PAYABLE ACCOUNTANT

Exempt/Full Time  
Reports to Assistant Controller

## Who We Are

At Seattle Bank, we take a personal approach to banking. Locally owned and managed, we are a digitally driven boutique bank serving families and businesses in the Greater Puget Sound region. Our experienced team of bankers blends big-bank solutions with boutique-bank service, focusing on building relationships that last and solutions that succeed. From smart technologies that give our clients more control to creative solutions that can make money work smarter, we're always building better ways to bank.

Seattle Bank is currently seeking a professional to join its Accounting team. The Accounts Payable Accountant will be skilled in Accounts Payable and General Accounting, demonstrate high ethical standards, and strive to provide a great customer experience in line with Bank's core principals.

## Primary Responsibilities

- 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.
- Prepare daily accounting journal entries and FASB Expense journal entries.
- Participate in month end close process, prepare AP invoice entries and expense accruals.
- Prepare monthly account reconciliations
- Assist external auditor with year-end audit requests, provide AP related reports and schedules.
- Assist the Bank with various regulatory audits.
- Follow policies and procedures and support the Bank's goals and values.

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



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- 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.
- Other duties and projects as assigned.

## Minimum Requirements

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Bachelor's degree or three years' related experience and/or training; or equivalent combination of education and experience.
- Intermediate skills in personal computer operation and Microsoft Office including Excel, Word, Outlook, and PowerPoint.
- Organized, analytical, and detail oriented.
- 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).

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.

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

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Member  
**FDIC**

