

City of Seattle**Department:** City Light**Title:** Student Accountant - 449**Pay:** \$17.85 - \$18.43 per hour**Hours:** Part-time position during regular business hours (preference for students who can work full days at least 2 days per week), full-time during school breaks**Length of position:** Until no longer enrolled as a student**Location:** Downtown Seattle

Position Duties: Perform account reconciliations, prepare journal entries, maintain accounting records, perform General Ledger account research, prepare limited reports and analysis, and other special duties and small projects as assigned.

Required Qualifications: Junior standing in an accredited four-year college or university majoring in Accounting. Strong personal computer skills including Microsoft Excel and Word. Those chosen to interview will need to provide a transcript to prove their enrollment status.

Desired Qualifications: Ability to work in a fast-paced environment and interact with a wide variety of people and occupations. Good analytical ability, with demonstrated strong written and oral communication skills. Familiarity with other Microsoft Office applications.

Position Requirements: Conviction History.

A background check will be required for the candidate selected for this position.

Application Instructions: Send your resume to olayinka.ogunyemi@seattle.gov or US Mail to: Olayinka Ogunyemi, 700 5th Avenue, Ste 3200, P.O. Box 34023, Seattle, WA 98124-4023

Application Deadline: Tuesday, November 17, 2009

About Seattle City Light: Created by the citizens of Seattle in 1902, Seattle City Light (SCL) has served its customers with electricity and related services for more than a century. Over the years City Light has worked very hard to keep Seattle's electricity affordable, reliable, and environmentally sound. Today Seattle City Light is a recognized national leader in energy efficiency and environmental stewardship.