



KCHA Job Announcement

600 Andover Park W • Seattle, WA • 98188 • (206) 574-1104 (FAX)

Please post to KCHA employees, residents and the general public.

SOFTWARE CONVERSION SPECIALIST

(Long-Term Temporary Job, estimated term of 15 mos.)

Open: 10/12/2009

Close: 10/30/2009

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for the limited-term position of Software Conversion Specialist for our finance department at the central office in Tukwila. The position is expected to last approximately 15 months and will perform variety of duties related to the conversion to a new Enterprise Resource Planning (ERP) software system for Accounting and Human Resources.

RESPONSIBILITIES: Under the supervision of the Director of Finance who will be acting as the Project Director and an outside consultant who will be acting as the Project Manager, the ERP Conversion Specialist will be assigned a wide scope of duties in the conversion process. Responsibilities will include: clean up data in legacy accounting system and assist in transfer of data to new system; create documentation of current and newly-implemented processes and procedures; perform testing on all aspects of new ERP system; facilitate and support training through creation of training materials and coordination of classes; build reports in new ERP system; work with representatives of numerous departments and perform other duties as assigned.

REQUIREMENTS: Associate's degree in accounting with a Bachelor's degree in accounting highly preferred. Three to five years work experience or an equivalent combination of education and experience. Prior experience in ERP system conversion with accounting and HRIS experience preferred. Excellent interpersonal skills and outstanding written communication skills. Strong ability to write technical documents. Demonstrated proficiency in Excel, Word and Crystal Reports.

COMPENSATION: The salary for this position is \$3,865.53—\$4,517.84 per month DOE. The excellent benefit package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) is optional. Positive corporate culture and commitment to a diverse workplace plus more!

TO APPLY: Submit cover letter explaining how you meet qualifications, resume, and complete application materials (available on our website @ www.kcha.org) to KCHA, Job #09-31, 600 Andover Park West, Seattle, WA 98188. **This position will close on October 30, 2009 at 4:30pm.**

For future opportunities, please call our job line at (206) 574-1103 or visit our website at www.kcha.org. EEO/AA/M/F/V/D

An Equal Opportunity Employer