

**VERMONT JUDICIAL BRANCH**  
**FINANCIAL SPECIALIST II**

**Court:** Finance

**Supervisor:** Department Management

**Job Code:** 08903J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 19

**Union Eligible:** Yes

**PURPOSE:**

Professional accounting work in the maintenance, review, and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. Work may involve performing a wide variety of routine accounting and bookkeeping tasks in multiple or complex fiscal programs, participating in the work of a unit within a centralized accounting operation. Duties are performed under the general supervision of the Finance Manager.

**ESSENTIAL JOB FUNCTIONS:**

- Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for state and federal programs, special projects, grants, infrastructure projects, or capital construction projects to insure compliance with specifications.
- Assists in compiling financial data for the preparation of financial reports. Prepares financial schedules.
- Posts, balances and reconciles accounting records.
- Processes financial transactions, disbursements, receipts, expenditures, and fund transfer requests.
- Makes corrections in accounting records.
- Performs and edits financial and statistical analysis for review.
- Assists professional staff in preparing and maintaining accounting systems.
- Prepares payrolls. Maintains time and attendance records.
- Maintains inventory records.
- Calculates accounting adjustments.
- Performs related duties as assigned.

**Environmental Factors:**

Work is performed in a standard office setting.

**Desired Knowledge, Skills, and Abilities:**

- Thorough knowledge of accounting & bookkeeping practices.
- Thorough knowledge of fiscal procedures, including automated fiscal recordkeeping and electronic spreadsheets.
- Working knowledge of basic contract requirements.
- Working knowledge of cost allocation practices and procedures.
- Ability to make mathematical computations with speed and accuracy.
- Ability to analyze, interpret and evaluate accounting problems
- Ability to develop checkpoints to maintain over-all integrity of the financial system.
- Ability to interpret and apply rules and regulations of considerable complexity.
- Skill in preparing accurate financial and statistical reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

High School diploma or equivalent AND two (2) years or more of experience in accounting, bookkeeping or clerical work involving accounting or financial records.

OR

Completion of a vocational/technical training program in business, office administration, financial support or related area AND one (1) year or more of experience in accounting, bookkeeping or clerical work involving accounting or financial records.

OR

Associate degree in accounting, business administration, office administration or a related field.

OR

Two years or more full-time college coursework in accounting, business administration, office administration or a related field.