

VERMONT JUDICIAL BRANCH

ACCOUNTANT A

Court: Court Administrator's Office	Supervisor: Finance Manager
Job Code: 03050J	Exempt/Non-exempt: Non-exempt
Pay Grade: 17	Union Eligible: Y

PURPOSE:

This position prepares revenue transactions related to various types of collections such as municipal ordinances, traffic bureau fines, court fees, etc.

ESSENTIAL JOB FUNCTIONS:

Duties also include acting as liaison with Public Records, monitoring enforcement of public records management procedure and policies and assisting in establishing inventory control for furniture and equipment.

- Acts as liaison with Vermont Department of Corrections and copy center.
- Prepare revenue for processing.
- Enters revenue data into database.
- Maintains data and tracks financial information.
- Tracks revenue transactions through monthly report reconciliations.
- Maintains revenue filing system in a timely fashion.
- Performs research related to revenue transactions.
- Will serve as a committee/team member relevant to assigned duties.
- Maintains inventory of supplies and orders as needed.
- Tracks deliveries and verifies shipments
- Stocks photocopies supplies and ancillary supplies
- Coordinates maintenance of office equipment and processes work orders.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOBS SKILLS & ABILITIES:

- Required to perform the essential functions of the job.
- Education: High School graduation or equivalent.
- Experience: Two years of clerical or secretarial experience. College training may be substituted for the work experience on a year-for-year basis.
- Special Requirement: Basic knowledge of office procedures and ability to operate office equipment required.
- Ability to type at a corrected rate of thirty-five words per minute.
- Ability to lift supplies weighing up to 50 pounds and to retrieve and replace objects from shelves of up to 8 feet high.
- Special Note: A good working knowledge of word processing, spread sheet and data base applications preferred.