

VERMONT JUDICIAL BRANCH

ACCOUNTANT B

Court: Court Administrator's Office

Supervisor: Finance Manager

Job Code: 03060J

Exempt/Non-exempt: Non-exempt

Pay Grade: 19

Union Eligible: Yes

PURPOSE:

This position involves accounting work involving the application of accounting theory and practice to the design, installation, and maintenance of accounting systems under the direction of the Finance Program Manager. There is extensive contact with judicial officers, court staff, vendors, and other state government departments.

ESSENTIAL JOB FUNCTIONS:

- Maintaining financial accounts including design and maintenance of basic appropriation, grant, and expenditure accounts.
- Auditing financial expenditures and ensuring procedures for proper coding and payment of departmental obligations, monitoring the system to insure adequacy of funds and legality of payments. Ensuring files are maintained of supporting documents for financial transactions.
- Assisting Finance Program Manager by maintaining a variety of financial accounts and records and preparing reports for particular program areas, including those supported by grants.
- Preparing financial reports and basic financial data for budget planning and preparation.
- Processing payroll for court employees using state HRMS system.
- Ensuring that courts receive legal materials and office supplies as needed.
- Invoicing, collection and deposit of reimbursements.
- Prepares reports to assist in cost cutting measures.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

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.

ENVIRONMENTAL FACTORS:

Duties are typically performed in an office setting with normal working conditions. Depending upon duties assigned, some travel may be necessary, for which private transportation may be needed. May be called upon to lift 25 pounds.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: Bachelor's degree with major in accounting, business administration, or an equally pertinent field.

Experience: Two years at a professional level in accounting or financial auditing work, or in a role with responsibility for management of financial affairs which include professional level accounting systems.

Note: Graduate work in accounting or business administration may be substituted for up to one year of the required professional experience on a semester for six months basis.

OR

Education: High school or GED.

Experience: Six years fiscal work experience at or above an account clerk level of responsibility, including at least two years at a professional level in accounting or financial auditing work, or in a role with responsibility for management of financial affairs which include professional level accounting systems.

Note: General college work may be substituted for up to two years of the account clerk level experience on a semester for six months basis. SPECIAL NOTE: A CPA standing is qualifying.