

VERMONT JUDICIAL BRANCH

FINANCE SPECIALIST III

Court: Finance

Supervisor: Finance Program Manager

Job Code: 08904J

Exempt/Non-exempt: Non-exempt

Pay Grade: 21

Union Eligible: Yes

PURPOSE:

Advanced professional level 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 accounting and bookkeeping tasks in multiple complex fiscal programs.

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.
- Compiles financial data for the preparation of financial reports.
- Prepares budget for an office, or program. Prepares financial schedules.
- Posts, balances and reconciles accounting records. Processes financial transactions, disbursements, receipts either manually or by data processing methods.
- Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records.
- Performs and edits financial and statistical analysis for review.
- In a small department prepares and maintains accounting systems.
- In a larger department may assists professional staff in preparing and maintaining accounting systems.
- Maintains inventory records.
- Calculates accounting adjustments.
- 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.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

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

High School diploma or equivalent AND three (3) years or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR

Completion of a vocational/technical training program in business, office administration, financial support or related area AND two (2) years or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR

Associate's degree in accounting, business administration, office administration or a related field AND one (1) year or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR

Two years or more of full-time college coursework in accounting, business administration, office administration or a related field AND one (1) year or more of experience in accounting, bookkeeping or technical level fiscal experience that involved the calculation, recording and maintenance of accounting or financial records.

OR

One (1) year or more as a Financial Specialist II with the State of Vermont.

Special Requirements:

For some positions experience working with the VISION system (VISION is the State of Vermont PeopleSoft financial management system) may be required.