

VERMONT JUDICIAL BRANCH

FINANCIAL TECHNICIAN I

Court: Finance

Supervisor: Finance Program Manager

Job Code: 08901J

Exempt/Non-exempt: Non-exempt

Pay Grade: 15

Union Eligible: Yes

PURPOSE:

Fiscal clerical work in the maintenance of accounting and financial records. Work may involve performing routine accounting and bookkeeping tasks for smaller or limited fiscal programs, participating in the work of a unit within a centralized accounting operation. Receives direct supervision and works within well-defined guidelines. Duties are performed under the supervision of a technical or administrative supervisor.

ESSENTIAL JOB FUNCTIONS:

- Prepares documents to processes financial transactions, disbursements, receipts, expenditures and fund transfer requests.
- Makes corrections in accounting records.
- Assists professional staff in maintaining accounting systems.
- Prepares payroll. Maintains time and attendance records. Maintains inventory records.
- Maintains tracking systems and recordkeeping systems.
- 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 one (1) year or more of clerical experience.

OR

Completion of a vocation/technical training program in business, office administration, financial support or related area.

OR

One year or more of full-time college coursework.

Preferred:

Experience in accounting, bookkeeping or fiscal operations.

Special Requirements:

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