

## RECRUITMENT NOTICE



### VERMONT COURT SYSTEM

#### **Financial Specialist II – Court Administrator’s Office Application Deadline: Open until filled**

A permanent full time opening exists for a Financial Specialist II. The person who fills this position will be stationed in Montpelier, Vermont. Occasional travel to other courts within the State of Vermont may be required and a private means of transportation is necessary. Travel will be reimbursed according to State policies. This is a Judicial Branch position equivalent to pay grade 19. Job Code #21005

#### **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.

#### **Examples of Work:**

- Performs advanced 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 ensure 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, Education, and Experience:**

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's 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.

## **Salary**

Starting salary is \$18.99 per hour. This position will be eligible for longevity increases in accordance with the State step pay plan and annual cost of living increases as enacted by the Vermont State Legislature.

## **Benefits**

- \* Twelve days of vacation and sick leave are earned per year.
- \* Twelve holidays are paid per year.
- \* Group life and medical insurance are available.
- \* Dental coverage and Long-Term Disability are effective after six months.
- \* Membership in the Vermont State Employees Retirement System
- \* Long-term retirement investment plan available (457 Plans)

## **Submission of Applications**

Candidates shall submit a complete and up-to-date Judicial Branch Application and a resume to the following email address: [jud.jobs@vermont.gov](mailto:jud.jobs@vermont.gov)

Format E-mail subject line as follows: your name 21005 (example: Smith 21005)

An electronic version of the Application can be found at:

<https://www.vermontjudiciary.org/employment-opportunities/staff-openings>

### *Equal Opportunity Employer*

Persons with disabilities who wish to apply and would like to request a reasonable accommodation to participate in any portion of the application or interview process should contact Human Resources directly.