

RECRUITMENT NOTICE



VERMONT COURT SYSTEM

FINANCIAL SPECIALIST III Limited Service Position (approx. 2 year) Full-Time with benefits Various Locations

A limited service full time opening for a Financial Specialist III. Work location likely Montpelier. 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 full-time, benefited, limited service grant position grant with projected funding through July 2023. Continued employment after that date will be dependent upon further funding. This is a Judicial Branch position equivalent to pay grade 21. Job Code #20016.

Summary of Duties

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.
- Performs related duties as required

Salary

Starting salary is \$21.16 per hour.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

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.

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 is effective after six months.
- * Membership in the Vermont State Employees Retirement System
- * Long-term retirement investment plan available (457 Plans)

Applications must be detailed in all respects, particularly in such areas as school(s) attended, dates of attendance, degrees and courses of study, and work experience, with dates and major job duties performed. Applicants will be rated on training and experience.

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

Format E-mail subject line as follows: your name 20016 (example: Smith 20016)

An electronic version of the Application can be found at: www.vermontjudiciary.org

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.