



King County

Invites Applications for the Position of:

Accounting Lead

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 12/27/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 01/09/14 04:30 PM (GMT -8:00)

SALARY: \$24.39 - \$30.92 Hourly \$1,951.20 - \$2,473.60 Biweekly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2013JF03606

SUMMARY:

Are you an accounting professional who is seeking a challenging, yet rewarding career opportunity? The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office is seeking an experienced, motivated individual who is up for a challenge and who wants to make a difference.

DJA is an executive branch department that operates three public office locations within King County (King County Courthouse, Maleng Regional Justice Center in Kent, and at the Youth Service Center – Juvenile Court in Seattle). DJA serves as a customer service office of the King County Superior Court, maintaining the official case files, records and indexes necessary to enable the efficient administration of the court and the public's right to record inspection.

The Accounting Section of the Customer and Financial Services (CFS) Division comprises the heart of the finance function for DJA. In this capacity, the incumbent in this position is responsible for leading the accounting function for the Superior Court's registry. The volume of financial transactions processed through the court's registry is large, with receipts exceeding 350,000 in number and well in excess of \$100,000,000 annually, and in excess of 154,000 accounts receivable exceeding \$705,000,000.

The incumbent is responsible for leading staff and overseeing daily operations in the Accounting Section. This position is also responsible for ensuring the section's activities are in compliance with relevant laws, policies and GAAP.

WHO MAY APPLY – This full-time, career service position is open to all qualified applicants.

WORK SCHEDULE – This position is overtime eligible. It works a 40 hour work week; Monday through Friday, 8:00 a.m. to 5:00 p.m.

WORK LOCATION: King County Courthouse, 516 Third Avenue, Seattle, WA 98104.

Application Requirements:

Your application must include a resume and a letter of interest describing how you meet or exceed the requirements for this position. The resume is supplemental to your application. You must still completely fill out the application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume.

Please note that you can attach multiple documents to your application.

Contact: For more information about the application process, please contact Joy Fernandes at 206-477-0774.

JOB DUTIES:

This position will lead the work of four accounting staff. The person in this position may be required to do some or all of the duties of these staff, or have the knowledge to perform this work in addition to other duties exemplified below:

Perform various accounting functions in a legal environment including ledger, bank account and revenue reconciliation.

Monitor daily deposits and disbursements; recognizing, researching and resolving discrepancies.

Manage investment accounts including transferring funds and posting interest.

Prepare billings for reimbursement of services from other agencies and monitor for receipt of payment.

Prepare correspondence to address accounting related customer inquiries.

Assign duties to staff; monitor workload to remain current and avoid backlogs.

Monitor internal control procedures; recommend and implement changes as needed.

Ensure adherence to legislative, judicial and departmental regulations, and generally accepted accounting principles.

Interact professionally with staff and customers while delivering excellent customer service that is consistent with department policy. Act as a liaison with other justice agencies, public agencies and the public.

Ensure Accounting Supervisor is fully informed of operations within the section. Prepare records and report on section activities.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

A minimum of two years in a financial accounting position

Thorough knowledge of generally accepted accounting practices
Demonstrated ability to work independently and make sound decisions
Ability to prioritize workload and manage multiple projects
Strong mathematical and analytical skills
Strong communication skills
Experience with and proven ability using computer software programs including MS Excel
Proven ability to review and extract information from legal documents
Ability to work under pressure and tight deadlines

Desired Qualifications

The most competitive candidates will have the following additional experience:

Bachelor's degree in accounting
At least one year of lead or supervisory experience including delegating and monitoring work
Demonstrated experience working in a court setting
Demonstrated knowledge of legal terminology
Demonstrated experience using State of Washington court data applications such as JRS, JIS and JASS
Demonstrated knowledge of legal research and analysis techniques

Necessary Special Requirements:

The ability to deliver regular attendance, consistently, with or without accommodation.
No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Accounting Lead Supplemental Questionnaire

- * 1. Provide an example of a time when you had many demands placed on your time. How did you ensure that you were available to meet the needs of your customers, as well as your coworkers, supervisors and subordinates?

- * 2. Describe an experience you had leading a group toward a common goal.

- * 3. What was the most difficult accounting task you had to solve in your career so far? What made this task so difficult?

- * 4. Please indicate your experience in using and understanding, legal terminology, court rules and/or procedures; experience in a judicial environment.
 - No experience
 - Less than one year
 - One year to less than three years
 - Three years to less than five years
 - Five years or more

- * Required Question