



## King County

Invites Applications for the Position of:

### Accounting Supervisor

Apply online at <http://www.kingcounty.gov/jobs>

*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:** 01/10/14 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 01/23/14 04:30 PM (GMT -8:00)

**SALARY:** \$2,700.00 - \$3,423.20 Biweekly \$70,200.00 - \$89,003.20 Annually

**LOCATION:** Multiple locations in King County

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

**DIVISION:** Department of Judicial Administration

**JOB NUMBER:** 2013JF03440B

**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 a department within King County government, and 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. The Accounting Supervisor is responsible for the accounting function for the Superior Court's trust. The volume of financial transactions processed through the court's trust 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 Accounting Supervisor oversees daily operations of the staff in the Accounting, Judgments and Disbursement 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.

**Application Requirements:**

Persons interested in this recruitment should submit the following:

- Completed King County online application form
- Answers to the supplemental questionnaire
- A current resume
- A letter of interest describing how you meet or exceed the requirements for this position

Please note that you can attach multiple documents to your application. Your application may be rejected as incomplete if you include relevant information only on the resume.

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

**WORK SCHEDULE** – This position is exempt from the provisions of the Fair Labor Standards Act, and therefore not eligible for overtime pay. The regular workweek is 40 hours per week, Monday through Friday, however, due to the demands of the position occasional evening or weekend work may be required.

**CONTACT INFORMATION:** Please direct questions about this position to Joel McAllister at 206 477-0810. If you have questions about the recruitment process please direct those to Joy Fernandes at 206 477-0774

**JOB DUTIES:**

This position will supervise the work of eleven staff which includes one accounting lead. Staff supervised perform accounting functions such as creation and modification of ARs by court order, and reconciliations, in addition to disbursing funds and processing judgments entered by the court. 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 personnel responsibilities such as: training, hiring, recommending and/or implementing disciplinary actions
- Supervise, evaluate and document work performance; coach, counsel, monitor and motivate assigned staff
- Determine work assignments and work schedules for supervised staff; monitor workload to remain current and avoid backlogs
- Monitor internal control procedures; revise and implement changes as needed
- Recommend and participate in development, review, establishment and implementation of policies and procedures to adapt to changes, such as in the law or other King County policies. 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

Investigate and resolve complaints

Ensure division manager is fully informed of operations within the section. Prepare records and report on supervisory or section activities. Represent the section in meetings with other agencies and act on behalf of the division manager when required

Represent DJA to attorneys, professional organizations, other jurisdictions pertaining to finance or judgments processing functions, or more generally Clerk's Office functions.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

College degree in accounting or equivalent experience.

Supervisory skills in an accounting environment.

Advanced knowledge in ensuring compliance with GAAP and other applicable laws, regulation and policies.

Excellent oral and written communication skills.

Skills in the use of Microsoft Office products, including Excel, Word and Outlook.

Skills in managing a large amount of information from multiple sources.

Ability to develop and implement business operational policies and procedures and efficiencies.

Skill and experience in working with diverse populations, building effective work teams and maintaining effective working relationships.

Ability to ensure good separation of duties and adequate safeguards are maintained.

**sired Qualifications**

Most competitive candidates will have the following additional experience:

Experience working in a court setting

Knowledge of legal terminology

Knowledge of legal research and analysis techniques

**SUPPLEMENTAL INFORMATION:**

**Recruitment Process:**

Applicants that are found to be minimally qualified will be further reviewed for competitive quality. Those applicants that possess the most competitive background in directly related experience, knowledge, and training may be contacted for interviews. Professional reference checks will be conducted prior to any offer of employment.

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](http://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 Supervisor Supplemental Questionnaire

\* 1. Do you have a college degree in Accounting?

Yes No

2. If your answer to question 1 above is no, please state what your equivalent experience is.

\* 3. Which of the following describes your supervisory skills? Please select all that apply.

- Skill in evaluating and measuring performance
- Ability to delegate duties
- Demonstrated ability to train and coach
- Ability to work through difficult or awkward interpersonal situations in a positive manner
- Ability to identify the sequence of tasks and resources needed to achieve a goal, prioritize key action steps, and effectively manage a workload
- Experience addressing and correcting performance issues
- None of the above

\* 4. Describe what the term "separation of duties" means to you, and why it is important.

\* 5. This position requires a resume AND a letter of interest. Please verify that you have included both a resume and letter of interest. Please note that you can attach multiple documents to your application. Your options are:  Copy and paste one or more documents into the text resume section of the application; or  Attach multiple documents/files in the resume attachment section.

Yes No

\* Required Question