



THURSTON COUNTY
invites applications for the position of:

Accounting Clerk - Juvenile Court

SALARY: \$3,375.00 - \$4,489.00 Monthly

OPENING DATE: 07/19/14

CLOSING DATE: 08/01/14 05:00 PM

SUMMARY OF DUTIES:

Prepares, enters and processes payroll according to established policies and procedures. Calculates and enters hours worked, overtime, holiday and leave time accruals. Calculates and prepares billings for detention service fees. Explains detention fees, sets up payment plans and determines family financial status in accordance with departmental policies and procedures. Receives, receipts and posts all Juvenile detention accounts receivable. Reviews status of old accounts and sends follow up letters. Prepares and maintains subsidiary ledgers. Maintains control ledgers, posting from appropriate registers and journals. Reconciles internal registers and ledgers to reports. Maintains contact with contracted credit company regarding collection of past-due accounts; ensures accounts are turned over for collection in accordance with established policy; posts payments received on collection accounts. Prepares reports. Represents the Juvenile Department in Court on financial hearings and default judgment hearings. Generates court orders from these hearings. Makes recommendation to court officer, based on financial information provided by parents, for waiving of billing.

QUALIFICATIONS:

- High School Diploma or GED and one year of college level accounting classes.
- One year of general accounting experience.
- Ability to type 45 wpm, operate standard office machines, and operate a personal computer with applicable software to successfully perform the essential job functions of the position.

DESIRED SKILLS:

Demonstrated knowledge of governmental accounting and payroll procedures.

OTHER POSITION RELATED INFORMATION:

Contact Person: Georgia Christian (360) 709-3136

Applicants who applied for the Court Accounting Clerk with a closing date of June 6, 2014 will be considered and there is no need to reapply.

Please attach a completed disclosure form with your electronic application - the form can be found by clicking on this link:

http://www.co.thurston.wa.us/hr/docs/disclosure_form.pdf

This position is:

- NOT represented by a union
- Eligible for benefits
- Classified as eligible for overtime under the Fair Standards Act (FLSA)

Items Required for consideration:

1. Application

2. Resume
3. Cover Letter

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.thurston.wa.us/hr/index.htm>

Position #0180-08-R-00275
ACCOUNTING CLERK - JUVENILE COURT
AA

Thurston County
Olympia, WA 98502
(360) 786-5498
