



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE: Accounting Supervisor	DEPARTMENT: District Court
CLOSING DATE: April 24, 2015, 5 p.m.	POSITION #: 07-R-00193-2
SALARY RANGE: \$3,986 - \$5,302 / month	FTE: 1.00
EMPLOYMENT TYPE: Regular Full-Time Employee	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Theresa Ewing	PHONE #: (360) 786-5225
UNION: NO	

SUMMARY OF DUTIES:

Supervises the daily accounting functions of the District Court office. Plans, organizes and supervises the work of assigned employees. Institutes changes within the accounting section to accommodate new policies and laws. Develops recommendations for procedural or policy changes, monitors the trust account, reviews bail bonds posted, oversees the clerical and courtroom processing of civil and small claims cases, and coordinates the storage and retention of accounting records. Performs any or all of the duties of subordinates including accounting, clerical and dealing with the public. Assumes the responsibilities of the Assistant Court Administrator in his/her absence as delegated or requested. Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED and two years of college level accounting classes.
- Two years of general office administration experience.
- Four years of progressively responsible accounting experience to include one year in a supervisory or lead role.
- Ability to utilize a personal computer with applicable software to successfully perform essential functions of the job.
- A current Washington State Driver's License may be required.

DESIRED SKILLS:

Thorough knowledge of the statutory functions of the District Court, legal documents and terminology and related clerical procedures. Knowledge of accounting practices and ability to plan and direct technical accounting operations. Proficient use of Excel. Ability to evaluate and recommend policies and procedures in accordance with laws, regulations and court operations. Ability to establish effective working relationships with co-workers, public officials and the general public.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

This position is:

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

Items required for consideration:

- Application
- Letter of Interest
- Resume