



THURSTON COUNTY
invites applications for the position of:

Court Accounting Clerk

SALARY: \$4,010.00 - \$5,333.00 Monthly

OPENING DATE: 07/22/22

CLOSING DATE: 08/07/22 11:59 PM

SUMMARY OF DUTIES:

Please note - Based on the Washington State Supreme Court Order 25700-B-669 and policy adopted by the Superior Court Board of Judges on September 7, 2021, this position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.

Now is an exciting and excellent time to join our team! We offer free onsite parking, a quiet office setting to work in, and after training and upon management approval, an opportunity for a hybrid/flexible office and at home work schedule. Come join our accounting team and contribute your skills to the Court.

Thurston County is recruiting for the position of **Court Accounting Clerk**. The candidate in this position performs accounting, financial, and assigned administrative activities associated with Superior and Juvenile Court offices. Researches invoices for payment and tracks various accounts for accounting accuracy.

Responsibilities may include, but are not limited to:

- Prepares, enters, and processes payroll according to established policies and procedures. Calculates and enters hours worked, overtime, holiday and leave time accruals.
- Receives, receipts, and posts all Superior and Juvenile Court 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.
- Performs the accounting-related duties of supervisor in his/her absence which includes preparing payroll and vouchers/accounts payable.
- Prepares end of the month reports as necessary, tracks and reconciles grant payments.
- Trains staff on financial management system and billing procedures.

QUALIFICATIONS:

- High School Diploma or GED and one (1) year of college level accounting classes.
- Four (4) years of progressively responsible experience in a court setting. One (1) 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:

- Associates degree in accounting, business or other related field.

OTHER POSITION RELATED INFORMATION:**Questions about this recruitment?**

The contact person for this recruitment is **Georgia Christian, 360-709-3136**

This position is:

- Not represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Eligible for hybrid telework schedule, as determined by management

Items required for consideration:

- Application
- Resume
- Letter of Interest
- Supplemental Questions

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #08R00275
COURT ACCOUNTING CLERK
GC

Thurston County
2000 Lakeridge Drive SW
Olympia, WA 98502

Court Accounting Clerk Supplemental Questionnaire

* 1. Have you ever been convicted of a crime?

- ☐ Yes
☐ No

* 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

- ☐ Yes ☐ No

* 3. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?

- ☐ Yes ☐ No

- * 4. Do you have any civil adjudicative proceedings or criminal charges pending?
☐ Yes ☐ No

- * 5. If you answered YES to any of the questions above, please explain below. If you answered NO to ALL of the questions above, please type N/A.

- * 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.
☐ YES
☐ NO
- * Required Question