



Thurston County Court Accounting Clerk

SALARY	\$4,317.00 - \$5,742.00 Monthly	LOCATION	Thurston County, WA
JOB TYPE	Regular Full-Time Employee	JOB NUMBER	08R00275
DEPARTMENT	Juvenile Court	OPENING DATE	05/01/2024
CLOSING DATE	5/19/2024 11:59 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	N/A		

Summary of Duties

The Family and Juvenile Court is located in Tumwater, Washington, and is seeking a highly motivated individual for the position of **Court Accounting Clerk**. In this role, you will be assisting in the financial operations environment of the Juvenile and Superior Court. Duties to include - processing payroll, accounts payable, grant billings, administrative activities, as well as communicating with our Court vendors. You will have the opportunity to increase your accounting skills as well as learn about Court operations in Thurston County.

A hybrid telework option may be available upon completion of training and approval of management.

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.
- 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.
- 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.
- Trains staff on financial management system and billing procedures.

Qualifications

- High School Diploma or GED and one year of college level accounting classes.
- Four years of progressively responsible experience in a court setting and one year of general accounting experience. *Any equivalent combination of experience and education that provides the applicant with the desired knowledge, skills, and ability required to perform the work will be considered.*

- 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

- Knowledge of the double-entry bookkeeping and governmental accounting principles and procedures.
- Knowledge of the BARS governmental accounting and reporting systems.
- Ability to interpret governmental accounting regulations and guidelines.
- Advanced Excel skills.

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)

Items required for consideration:

- Application
- Resume
- Supplemental Questions

Benefits

Thurston County provides a comprehensive benefits package to all regular employees. The following is a brief summary of available benefits offered to county employees. Benefits are subject to change and may differ according to collective bargaining agreements. Plan documents and eligibility requirements are provided upon hire. This information is subject to change at anytime.

Health Care Benefits:

Thurston County provides medical, dental, vision and life insurance coverage for all regular full-time employees enrolled in the County's standard plans. For regular part-time employees, who work less than 75% of an FTE, the county pays a pro-rated portion of the cost for medical, dental, vision and life insurance.

Medical

Thurston County provides medical benefits through the Washington State's Public Employees Benefits Board (PEBB). Plan availability is based on county of residence. Each year the County determines the standard and non-standard plans. For standard plans, the County pays the full employee premium.

Dental

Dental plans are provided through the Washington Counties Insurance Fund (WCIF). Employees have the opportunity to choose between two plans, Delta Dental, a preferred provider plan or Willamette Dental, an HMO plan.

Vision

Thurston County employees have Vision Service Plan coverage through the Washington Counties Insurance Fund (WCIF). Employees also have additional vision coverage through their medical plan.

Life Insurance

The County provides each regular, full-time employee with a basic, term life plan of \$36,000 life insurance and \$36,000

accidental death and dismemberment (AD&D) coverage. Additional voluntary, supplemental life insurance and AD&D insurance is available as a payroll deduction.

Dependent Coverage

Eligible dependents may be added to all coverage listed above. Depending upon the bargaining unit, the County pays up to a specific maximum amount toward dependent coverage with the employee paying any amount above the County maximum contribution.

Pension Plans:

Retirement

Eligible Thurston County employees participate in the Washington State Department of Retirement Systems' pension plans (PERS, PSERS, or LEOFF). With the exception of PERS plan 3, all of these plans are "defined benefit" plans with retirement benefits based on your average compensation and earned service credits. PERS Plan 3 is a hybrid plan incorporating both "defined benefit" and "defined contribution" elements. These plans are funded by both employer and employee contributions.

Deferred Compensation

The County offers three voluntary deferred compensation plans for employees who would like to set aside additional deferred tax dollars into a retirement savings plan. Deferred compensation plans are 457 plans as defined by IRS regulations.

Holiday and Leave Programs:

Paid Leave

Thurston County offers two leave plans, Alternative leave and Traditional leave. In the Alternative Leave program, leave is accrued per pay period and may be used for vacation and/or sick leave purposes. Employees in the Traditional Leave program accrue both sick leave and annual leave each pay period.

Thurston County Observed Holidays

Eleven paid [holidays](#) are observed by Thurston County. Depending on union contract, regular employees receive one floating holiday and one Community Service Day each calendar year, or two floating holidays each calendar year.

Other County Paid Benefits:

Long Term Disability (LTD)

The county's long term disability plan provides a monthly benefit of 60% of your monthly base salary up to \$6,000 per month after a waiting period of 90 days of disability.

Employee Assistance Program (EAP)

Employees and immediate family members are eligible to receive **confidential**, professional counseling assessment and referral services through First Choice Health. The employee assistance program can assist and respond to all kinds of requests for counseling assessment and life concerns, such as, relationship concerns, family problems, alcohol and drug abuse problems, financial crisis, identification theft, general stress, caregiver burnout, depression, etc. Services are available 24-hours per day, 7-days per week.

Additional Voluntary Benefits:

Flexible Spending Account (FSA)

Employees can take advantage of Section 125 flexible spending accounts for out-of-pocket health care and daycare expenses. Section 125 FSAs allow you to pay for allowable health-related and/or dependent care expenses with pre-tax dollars.

Short Term Disability

The County's short term disability plan is meant to assist with temporary periods of disability, as well as bridge the 90 day waiting period before the County's Long Term Disability begins. It provides a benefit of 60% of employees weekly base salary up to \$1,000 per week after a waiting period of 30 days.

Worksite Plans:

- Accident Insurance is designed to help pay for costs not covered by employee health insurance when injured due to an accident.
- Hospital Indemnity will pay a lump sum if an employee is admitted to the hospital, and will pay a lump sum for each day your are inpatient, to a maximum of 15 days per year.
- Critical Illness will pay a lump sum if you are diagnosed with certain serious conditions. Cancer, heart attack, and stroke are a few of the listed conditions in this policy.

Electronic Payroll Savings with TreasuryDirect

County employees can invest in TreasuryDirect electronic savings bonds (Series I and EE) by requesting a payroll deduction. Monthly deductions are forwarded to the Federal Reserve, which enables employees to buy and redeem electronic savings bonds directly from the United States Treasury Department.

Public Service Loan Forgiveness Program

Thurston County is a qualified employer under the Public Service Loan Forgiveness Act. Employees may be eligible for federal student loan forgiveness.

Additional Benefits

The County also offers direct deposit, credit union memberships, a Commute Trip Reduction Program, and other miscellaneous benefits.

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Please click [here](#) for more information or visit the Thurston County Benefits website: [Benefits 2023 Thurston County Employee Benefit Plans \(thurstoncountywa.gov\)](#)

Agency

Thurston County

Address

Thurston County
3000 Pacific Ave SE
Olympia, Washington, 98501

Website

<https://www.governmentjobs.com/careers/thurstonwa>

Court Accounting Clerk Supplemental Questionnaire

*QUESTION 1

Have you ever been convicted of a crime?

☐ Yes

☐ No

***QUESTION 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

***QUESTION 3**

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

☐ Yes

☐ No

***QUESTION 4**

Do you have any civil adjudicative proceedings or criminal charges pending?

☐ Yes

☐ No

***QUESTION 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.

***QUESTION 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