



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: Court Accounting Supervisor	DEPARTMENT: District Court
CLOSING DATE: July 17, 2015, 5 p.m.	POSITION #: 07R00193
SALARY RANGE: \$4,394- \$5,845 / month	FTE: 1.0
EMPLOYMENT TYPE: Regular, Full-Time Employee	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Theresa Ewing, District Court Administrator	PHONE #: (360) 786-5225
UNION: NO	

SUMMARY OF DUTIES:

Supervises the daily accounting functions of the District Court office. Provides financial research, planning, and technical support to the organization in the area of governmental accounting, grants and contracts. Responsible for revenue, the integrity of the records, the accounts receivable review and referral process; and civil and small claims case processing. Plans, organizes and supervises the work of assigned employees. Analyzes and resolves the most complex problems that arise, and provides on-going technical expertise. Provides assistance and acts as backup to other accounting staff. Advises and assists departmental accounting assistants as necessary. Conducts periodic internal audit of accounting programs, expenditures, and activities to assure compliance with state and federal requirements and maintains any applicable grant or contract requirements. Reviews bail bonds posted with the status of cases and completes refund, forfeiture or exoneration transactions. Oversees the clerical and courtroom processing of civil and small claims cases. Assumes the responsibilities of the Administrative Services Manager and/or Court Administrator in his/her absence as delegated or requested. Performs any or all of the duties of subordinates including accounting, clerical and dealing with the public. Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or closely related field. Or, a combination of experience and education that provides the applicant with the desired knowledge, skills, and abilities required to perform the essential functions of the position. Education must include a minimum of 20 college-level credits in Accounting.
- Minimum three years of general accounting experience including budgeting and one year of supervisory or lead role responsibilities. Knowledge of the principles and practices of governmental accounting and budgeting is preferred.
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation.
- Knowledge and aptitude to use a personal computer and applicable software programs used for budgeting and financial reporting is required.
- Ability to analyze financial information to determine trends, exceptions and other items of significance.
- Ability to work quickly and efficiently with large quantities of detailed financial information.

DESIRED SKILLS:

Thorough knowledge of the statutory functions of the District Court, legal documents and terminology and related clerical procedures. Four years of progressively responsible experience in a court setting. Knowledge of accounting practices and ability to plan and direct technical accounting operations. 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 public.

OTHER POSITION RELATED INFORMATION:

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

****This classification was revised and readopted on June 18, 2015; applicants who meet the new position requirements are encouraged to apply. ****

This position is:

- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- NOT represented by a Union

For consideration, please attach the items listed below to your online application:

- Letter of Interest
- Resume