



Chief Accounting Officer

Details

Job ID : 257

Title : Chief Accounting Officer

Job Code : 1213

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR COORDINATION OF ALL COURT OF JUSTICE EXPENDITURES AND REVENUES. SERVE AS AGENCY'S FISCAL OFFICE LIAISON WITH THE EXECUTIVE BRANCH.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1YEAR OF ACCOUNTING EXPERIENCE
- 4 YEAR COLLEGE DEGREE IN ACCOUNTING OR BUSINESS ADMINISTRATION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- DATABASE MANAGEMENT

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE
- GENERAL GOVERNMENT ACCOUNTING PROCEDURES
- EMARS SOFTWARE EXPERIENCE

Job Duties

- DAY TO DAY SUPERVISION OF THE ACCOUNTING STAFF
- CREATE REPORTS FOR AOC MANAGEMENT
- RESPONSIBLE FOR IMPREST CASH ACCOUNT
- RESPONSIBLE FOR SUBMISSION OF ANNUAL AUDIT REPORT (CAFR)
- RESPONSIBLE FOR MAINTAINING EFFICIENT PAYMENT PROCEDURES
- OTHER DUTIES AS ASSIGNED