



Bookkeeping Specialist I

Details

Job ID : 381

Title : Bookkeeping Specialist I

Job Code : 833

Salary : \$2,185.00 (Hourly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Auditing Services

Purpose

RESPONSIBLE FOR ASSISTING WITH AND MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING MANUALS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Work Experience

Job Required Knowledge

- 5 YEARS WORK EXPERIENCE MUST INCLUDE AT LEAST 2 YEARS IN BOOKKEEPING

Job Skills/Abilities

- MUST BE ABLE TO TRAVEL STATEWIDE
- EXCELLENT COMMUNICATION SKILLS
- ADVANCED COMPUTER SKILLS

Job Duties

- PERFORMS DUTIES OF A DEPUTY CLERK BOOKKEEPER IN EMERGENCY SITUATIONS
- TRAINS DEPUTY CLERKS ON THE AUTOMATED BOOKKEEPING SYSTEM
- ASSISTS CIRCUIT CLERKS' OFFICES IN CORRECTING AUDIT FINDINGS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED