



Bookkeeping Specialist II

Details

Job ID : 382

Title : Bookkeeping Specialist II

Job Code : 933

Salary : \$2,366.00 (Monthly)

Grade : 9

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 : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS BOOKKEEPING SPECIALIST I

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