



Account Specialist I

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**Details**

**Job ID : 5**

**Title :** Account Specialist I

**Job Code :** 508

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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**Job Departments**

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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**Purpose**

RESPONSIBLE FOR PROCESSING PAYMENTS FOR ALL GOODS AND SERVICES PURCHASED BY THE COURT OF JUSTICE.

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**Required Qualifications**

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Work Experience

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Preferred Knowledge**

- COURT SYSTEM EXPERIENCE

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**Job Duties**

- ROUTING INVOICES FOR PAYMENT AUTHORIZATION
- AUDITING TRAVEL VOUCHERS AND INVOICES FOR ACCURACY AND COMPLIANCE
- ENSURING CORRECT CODING INFORMATION
- MAINTAINING DATABASE INFORMATION AS REQUIRED
- MAINTAINING HARD COPY FILES OF ALL PAYMENT DOCUMENTS
- PROCESSING PAYMENTS IN THE EMARS APPLICATION
- OTHER DUTIES AS ASSIGNED