



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	June 7, 2012	Closing Date:	June 21, 2012
Job Title:	Fiscal Accounts Tech I	Position Type:	Regular Full Time
PIN:	001069	FLSA Status:	Non-Exempt
Location:	District 2, Worcester County Snow Hill, Maryland	Grade/Entry Salary:	J07 \$30,490 - \$36,169 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential functions: Review, maintain and verify daily work of cashiers by analyzing validation of payments, overages, shortages, voids, manual adjustments, deposit slips, certificate of deposits and end of day reports. Examine and verify daily deposit slips and certificate of deposit. Maintain daily usage log for pre-numbered forms and receipts. Compare and verify daily bonds posted from Commissioners Office to release from commitments. Verify Commissioners cash bonds, receipts and transmittals and make entries in the accounting system and manual ledgers. Prepare, verify, balance, maintain and post daily debits and credits to the control and detail ledgers for various accounts. Maintain court fund account in Quicken. Verify, prepare and issue court fund disbursements. Prepare, reconcile, verify, balance and maintain all daily, weekly and monthly reports as required by audit standards, policies and procedures. Maintain and verify various monthly payment reports. Responsible for preparation and completion of all reports and forms pertaining to the financial transactions of court location. Maintains inventory of pre-numbered forms and receipts as well as issues forms to police officers, courtroom clerks and cashiers. Maintain, verify and reconcile petty cash account and prepare reimbursement transmittals. Verify and balance daily courtroom trial totals, bond forfeitures and accounts receivable. Verify daily receipts summary and exception journal. Issue orders of satisfactions on satisfied bond forfeitures. Prepare notices and warning letter for failure to pay on delinquent payments. Prepare list of failure to pay account to be considered for bench warrant. Verify, prepare, process and maintain remission of bond forfeitures, stop payments, unrepresented checks, unclaimed refunds and abandoned property items. Respond to inquiries of case records to determine whether refunds, payments or bench warrants should be processed. Verify and process revenue refunds. Assist in other areas of court as time allows.

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Two years of fiscal or accounting experience reviewing, verifying, recording, adjusting and balancing financial transactions.

Note: Six college credits in accounting from an accredited college or university may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of generally accepted accounting and bookkeeping principles and practices. Knowledge of posting and balancing ledgers. Ability to develop report formats and prepare financial reports. Knowledge of the organization of common books of accounts and the process of monitoring financial records. Ability to backtrack, research and recreate a scenario for an audit paper trail. Ability to prepare trial balances and reconcile accounts. Ability to comprehend and follow complex instructions. Ability to make accurate calculations. Ability to maintain accurate records and files. Ability to work with time constraints, prioritize and meet fixed deadlines. Ability to communicate effectively with the public and other court personnel. Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer and use work related software. Ability to exercise tact and understanding in stressful situations. Strong organizational skills. Excellent phone etiquette, customer service and interpersonal skills. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. You may also include with your application, a cover letter and resume. Materials must be received within the office of the Human Resources Department by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.