

**Idaho Courts
Position Description**

Position Title:	Technical Accountant II or Senior
Effective Date:	March 2020
Salary Grade/Range:	Grade 15/\$51,348 - \$77,021 (Accountant II) Grade 16/\$58,986 - \$88,479 (Senior Accountant)
FLSA Coverage:	Exempt - Administrative
EEO Job Category:	Professional

General Summary:

The Accountant position will perform a full range of accounting functions that require knowledge and experience with the application of accounting and auditing principles, standards, and pronouncements. This position will be responsible for maintaining and accounting for the general ledger and performing month-end reconciliations and closing procedures. A successful accountant combines excellent analytical skills with a thorough knowledge of accounting principles to assist in analyzing financial reports and forecasts. The Accountant works under the general supervision of the Controller within the Finance and Operations Division.

How We Work:

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

Major Duties and Responsibilities:

- Prepares and records asset, liability, revenue and expenditure entries by compiling and analyzing account information;
- Maintains and balances balance sheet accounts by verifying, allocating, posting, reconciling transactions, and resolving discrepancies;
- Maintains and reconciles general ledger trial balance accounts;
- Develops routine reconciliation processes and identifies documentation requirements supporting the process;
- Performs reconciliations of fund accounts and automated systems accounts;
- Performs month-end and year-end closing and reconciliation procedures;
- Assists in preparing monthly and annual financial reports, including statement of net position, statement of activities, and GASB 34 adjustments, ensuring compliance with accounting and reporting standards;
- Ensures financial systems and documents are in compliance with laws, policies, standards, and regulations with generally accepted accounting principles and practices;
- Maintains capital asset records and coordinates annual inventory procedures;
- Prepares, reviews and/or evaluates complex financial documents and reports;
- Assists in the collection of data necessary to determine and record accrual adjustments;
- Prepares, reviews, and approves accounting transactions—including disbursement of funds, receipt and deposit of funds, journal entries, and intra-governmental transfers—in accordance with statutory requirements, accounting standards, and other authoritative guidance;
- Prepares complex financial documents, plans and reviews financial operations, and handles difficult or sensitive financial matters;

- Performs variance analysis and analytical procedures on internal accounting reports;
- Reviews and identifies accounting processes and procedures that need to be improved, researches appropriate resolutions and makes recommendations.
- Assists in developing and maintaining a system of internal controls which assures proper segregation of accounting functions;
- Develops and documents accounting policy and procedures to maintain and strengthen internal controls;
- Supports and performs internal control monitoring procedures;
- Assists in budgeting and forecasting processes;
- Performs cost effectiveness and cost-benefit analysis to assist with vendor and contractual decisions;
- Uses accounting software, automated systems ,and databases to complete work, record, store, and track information;
- Assists with annual internal audit;
- Supports the needs of court personnel and judges within the Idaho Court system;
- Educates court personnel and judges on financial standards, policies, and financial software systems;
- Responds to questions, issues, and inquiries as related to financial and accounting activities;
- Assists in the development and implementation of financial-related systems;
- Analyzes financial issues and provide professional assistance and advice concerning their solutions;
- Reviews financial data for completeness and compliance with federal and state laws and regulations;
- Presents financial information as needed to judges, employees, committees, and conferences;
- Attends meetings and trainings as required; and
- Performs other duties as assigned.

Minimum Qualifications (Accountant II)

Education and Experience:

- Bachelor's degree in accounting, finance, or a related field;
- A minimum of three years of experience working in finance, accounting or a related field;
- Preference may be given to Certified Public Accountants or those who have met the requirements to sit for the exam as well as to those with prior governmental experience.

Minimum Qualifications (Senior Accountant)

Education and Experience:

- Bachelor's degree in accounting, finance, or a related field;
- A minimum of five years of experience working in finance, accounting or a related field;
- Preference may be given to Certified Public Accountants or those who have met the requirements to sit for the exam as well as to those with prior governmental experience.

Knowledge, Skills, and Abilities:

- Knowledge of accounting principles and standards (GAAP, GASB);
- Knowledge of governmental accounting;
- Knowledge of Federal Uniform Guidance requirements;
- Knowledge of accounting software as well as MS Office software such as Outlook, Word, and Excel;
- Familiarity with Idaho STARS accounting and reporting system;
- Skill in providing excellent customer service and assistance to customers;
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely, both verbally and in writing;
- Ability to work independently with minimal direction;
- Ability to prioritize and manage time well;

- Ability to organize work to meet multiple deadlines and achieve desired work results.

The Idaho Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

Application Instructions

If interested in being considered for this position, please complete the employment application located on our website at www.isc.idaho.gov/careers and submit it, along with your cover letter and resume to hr@idcourts.net or to the Human Resource Office, Idaho Supreme Court, P.O. Box 83720, Boise, ID 83720-0101. ***Application materials must be received by 5:00 pm MDT, Monday, August 3, 2020.***

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.