

EXTERNAL/INTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-67

Location	Position Available	Salary Range	Closing Date
Administrative Office of the Courts Concord, NH	Accounting and Payroll Specialist Full-Time	\$45,162 - \$66,281.80 Labor Grade: 24	Open until filled

The normal workday for Judicial Branch employees shall consist of 7.5 hours per day with work normally performed between the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday; however, the normal workday may be adjusted based on the needs of the court location.

IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

- Step 1:**
- Complete the application from the *HR Job Postings* page on the website <https://www.courts.nh.gov/sites/g/files/ehbemt471/files/documents/2021-04/nhjb-2099-dfps.pdf>

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

- Step 2:**
- e-mail application to: applications@courts.state.nh.us
 - or fax application to: (603) 513-5454
 - or mail application to: Administrative Office of the Courts
Human Resources Department
One Granite Place, Suite N400
Concord, NH 03301

(At any time we may have more than one position vacant in the court system.

Your application may not be considered if you fail to note a specific position on your application.)

GENERAL SUMMARY

The Accounting and Payroll Specialist is a regular full-time administrative position working in the Administrative Office of the Courts, subject to the sufficient funding of the Judicial Branch by the Legislature. This position requires varied bookkeeping and accounting and payroll work involving the application of basic bookkeeping principles and practices to a variety of financial records at the Administrative Office of the Courts, using both the Judicial Branch accounting system and interfacing with the State of New Hampshire's accounting system.

Work involves the independent maintenance of a set of moderately complex and confidential accounting records.

The Accounting and Payroll Specialist reports to the Accounting and Payroll Manager of the Administrative Office of the Courts and has no supervisory responsibility.

An employee in this position may be required to travel during the regular course of business, and is subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Inputs all payroll information necessary for payment; performs maintenance functions on the payroll system and verifies each check processed by the state.
- Works in conjunction with the Administrative Office of the Courts Human Resources Department to ensure proper flow and maintenance of employee data pertaining to employee compensation, general deductions, benefits, and retirement.
- Processes payment for all benefits, makes adjustments for personnel changes; maintains and reviews payroll account codes in accordance with Judicial Branch budgeting guidelines.
- Reviews the accuracy for proper approvals, and processes payment of all bills from all levels of courts; ensures proper documentation is stored as set by established record retention policy.
- Communicates with employees and vendors in regards to payment questions; processes invoices to critical vendors, requesting special handling of payments to meet operational requirements. Ensures transactions are compliant with policies, procedures, and business practices.
- Performs internal audit procedures on all transactions and documents being processed prior to release of information to the state system. Reconciles payroll, expense accounts, revenue accounts, and travel accounts to the state accounting system.
- Processes all revenues, including the transfer to the state accounting system. Makes adjustments to revenue accounts as required.
- Assist in maintaining inventory reports for all items valued at a greater rate than \$250.
- Completes special projects and cost analysis studies as requested by the Accounting & Payroll Manager.
- Participates in preparing monthly, quarterly and annual reports.
- Performs related work as required.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has significant fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Graduation from high school or GED required, with college or post-secondary course work in bookkeeping and accounting preferred.
- Two (2) years' experience working with bookkeeping and/or accounting functions required.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- Valid driver's license.

OTHER JOB REQUIREMENTS

- Successful completion of a background check, including a criminal records check and motor vehicle records check.

PREFERRED QUALIFICATIONS

- None

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledgeable in:

- Principles, methods, and practices of bookkeeping, payroll and accounting; basic knowledge of state and federal payroll guidelines Human Resources Information Systems (HRIS).
- Office procedures, including the flow of monies from the courts to the Administrative Office of the Courts to the state accounting system.
- Modern office practices and procedures.
- Budget processing, coding, and posting transactions.

Skilled in:

- Data gathering and compilation.
- Preparing and maintaining Excel spreadsheets.
- Attention to detail.

Ability to:

- Use all office equipment.
- Perform accounting functions on multiple computer systems.
- Perform computer functions, particularly spreadsheet analysis.
- Interpret financial information and use analytical skills to reconcile discrepancies.
- Communicate orally and in writing with the courts for problem resolution.
- Perform details work and make mathematical calculations rapidly and accurately.
- Meet schedules and deadlines of the work.
- Work under pressure in a changing work environment with multiple tasks and program demands.
- Perform a variety of duties, often changing from one task to another of a different nature.
- Establish and maintain effective and cooperative working relationships with associates and representatives of other federal and state departments, courts and the general public.
- Follow oral and written instructions.