

The 15<sup>th</sup> Judicial District Court is taking applications for the following position:

## **Bookkeeper**

### **Major Duties**

Financial management of court funds and grant programs, including but not limited to:

- Accounts payable
- Accounts receivable
- Payroll
- Assisting in budget preparation

### **Training and Experience**

Completion of high school diploma, supplemented by additional specialized training in bookkeeping or accounting. Additional consideration given for experience in governmental accounting. Five or more years work experience preferred.

### **Knowledge, Skills and Abilities**

- Knowledge of principles and practices of bookkeeping/accounting
- Proficient in Quickbooks Pro Plus 2015 accounting software
- Intermediate to advanced skill in Excel
- Proficient in MS Word
- Strong oral and written communication skills
- Strong organizational skills
- Detail-oriented
- Ability to deal with people in a courteous, tactful and effective manner
- Ability to meet deadlines in carrying out duties

### **Compensation**

Annual salary of \$35-40,000, plus benefits, DOE

### **How to Apply**

Send cover letter and resume, accompanied by contact information for at least three references to Tina LeMaire at [tlemaire@15thjdc.org](mailto:tlemaire@15thjdc.org).

Candidates will be given a proficiency test and may be subject to drug testing. EOE

**DEADLINE FOR APPLICATIONS IS FRIDAY, MARCH 16, 2018**

**\*\*NO CALLS PLEASE\*\***