

**Arkansas Supreme Court
Bar of Arkansas**

POSITION ANNOUNCEMENT - FINANCIAL SPECIALIST

The Arkansas Supreme Court is now accepting applications for the position of Financial Specialist. This position is a grade C118 with a starting salary of \$33,861.

The Financial Specialist works under general supervision and is responsible for recording and maintaining manual and mechanized accounting records of financial transactions for the Bar of Arkansas. Reviews and processes expense vouchers, invoices, and other fiscal documents for payment. Audits fiscal information for accuracy, posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically. Performs various accounting duties and assists with budgets and fiscal monthly and year end closings.

Knowledge of Sage/ACCPAC accounting software and IRS tax rules desired. Knowledge of accounting practices required.

This position is governed by state and federal laws and agency/institution policy.

Applicants please send resume, state application, and at least three references by February 4, 2014 to:

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