

Arkansas Supreme Court

POSITION ANNOUNCEMENT - FINANCIAL OFFICER

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

The Financial Officer works under general supervision and is responsible for recording and maintaining manual and mechanized accounting records of financial transactions by the Court. 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. Maintains agency asset inventory lists and also maintains agency leave accounting.

Knowledge of accounting practices and AASIS is 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 November 1, 2013 to:

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