

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 08/28/2015 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Bookkeeper I		
JOB CLASS (GRADE):		HOURLY RATE: \$17.04
LOCATION: Superior Court Clerk's Office		WORK HOURS: 8:00 AM – 5:00 PM
DEPT. HEAD: Erica Woodford		WORK WEEK: Mon. – Fri.
(X) REPLACEMENT () NEW REQUIREMENT		

SUMMARY:

This position is responsible for maintaining and balancing the general, trust, and other accounts of the Superior Court Clerk's Office.

DUTIES AND RESPONSIBILITIES:

1. Balance daily cash receipts.
2. Research out of balance situations and make sure proper corrections are made.
3. Maintain ledgers for all monetary entries and disbursements.
4. Maintain records of trust money received and disbursed, including reading orders for accurate disbursements.
5. Balance all bank accounts and ledgers for end of month reports and prepare letters and checks for disbursement.
6. Gather yearly information for management to prepare budget reports.
7. Prepare and gather documents of yearly audits.
8. Backup Court Receiver's Office collecting child support payments, fines, attorney fees and restitution.
9. Enter new cases in the system for Court Receiver's Office and any changes per a signed order.
10. Weekly balance of Court Receiver's daily collection, balance child support checks on a weekly basis, go to court to assist the Court Receiver, prepare and mail orders requesting court appearances.
11. Other duties as required.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Accounting with at least 2 years of relevant experience in accounting and/or bookkeeping.

2. A minimum of (1) year in office functions or equivalent combination of education and experience to provide knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.
3. Knowledge of the functions, operations, and procedures of courts.
4. Knowledge of relevant state laws governing civil, criminal, and real estate procedures.
5. General and basic skills in mathematics.
6. Proficiency in Microsoft Office products and office equipment.
7. Strong oral and written communication skills.
8. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
9. Demonstrated ability to work effectively with members of all levels within the organization and public.
10. Demonstrated ability to show good judgement, consistency, timeliness and respect in decision-making.
11. Demonstrated ability to achieve results on a timely basis.

WORKING CONDITIONS:

1. Temperature controlled office environment, frequently in confined spaces.
 2. Minimum travel.
 3. High activity, multiple deadlines, constant interruptions.
 4. High visibility of behavior.
 5. Moderate physical activity, including, lifting, stretching, bending, and standing.
-
-

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER