

Promotional X
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Open X

**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: December 14, 2018

Location of Employment: Office of Judicial Administration
Kansas Judicial Center, Room 337
Topeka, KS 66612

Classification and Grade: Accounting Manager
Grade 52, \$71,725

Job Duties: This is highly responsible managerial and advanced professional bookkeeping and accounting work involving the direction, coordination, and supervision of the preparation and maintenance of court bookkeeping and financial records.

Work includes responsibility for overseeing a centralized payment center; directing, coordinating, and supervising court receipts and deposits, fund disbursements and other financial transactions, reconciling and balancing bank accounts, reporting of financial data, and performing related accounting duties; and directly and indirectly supervising accounting and clerical staff. Work requires the exercise of considerable independent judgment on complex bookkeeping and related problems in accordance with GAAP accounting principles, collection and bookkeeping principles and practices, rules of court, state statutes, court policies and procedures. Work is reviewed by the Chief Financial Officer in consultation and upon completion for accuracy, completeness, and adherence to guidelines and requirements and is subject to periodic internal and external audits

Required Education and Experience: Possession of a Bachelor's degree from an accredited college or university in accounting, finance or a related field and thorough experience in bookkeeping, collections, or accounting including related supervisory experience. Significant experience working in accounting practices and overseeing financial transactions is preferred and may be substituted for part of the educational requirements. Certified Public Accountant certificate is preferred.

Send Judicial Branch Application to:
Nancy Pressgrove
Office of Judicial Administration
Kansas Judicial Center, Room 337
Topeka, KS 66612

Email to: masiase@kscourts.org

Link to Application: <http://www.kscourts.org/pdf/application.pdf>

Application Deadline: Application review will begin on December 28, 2018

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. Please contact Patricia Henshall at henshallp@kscourts.org or 785-296-2877.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER