

Open X
Promotional X
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**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: November 18, 2020

Location of Employment: **Office of Judicial Administration**
Kansas Judicial Center
301 W. 10th St., Room 337
Topeka, KS 66612

Classification and Grade: **Staff Accountant**
Starting Salary Range: \$63,515 - \$70,038

Job Duties: This position performs complex accounting duties under the general direction of the chief financial officer and the centralized payment center manager in the Office of Judicial Administration. Duties include analyzing financial transactions and controls, reconciling financial accounts, developing training material, teaching training sessions, and writing fiscal rules, policies, and procedures. Other duties include preparing financial reports and helping to develop and maintain the accounting module of a centralized case management system.

Required Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and five years of experience in audit/review work or financial accounting.

Send Applications to: kjb_hr@kscourts.org
Office of Judicial Administration
Kansas Judicial Center
301 W 10th, Room 337
Topeka, KS 66612

Application Deadline: Open until filled.

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 Elizabeth Reimer at reimere@kscourts.org or (785) 296-5309 or by TTY at Judicial Center at (800) 766-3777.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER