

COURT OF CRIMINAL APPEALS

STATE OF ALABAMA

JUDICIAL BUILDING, 300 DEXTER AVENUE

P. O. Box 301555

MONTGOMERY, AL 36130-1555

MARY BECKER WINDOM
Presiding Judge
SAMUEL HENRY WELCH
J. ELIZABETH KELLUM
LILES C. BURKE
J. MICHAEL JOINER
Judges

D. Scott Mitchell
Clerk
Gerri Robinson
Assistant Clerk
(334) 229-0751
FAX (334) 229-0521

JOB ANNOUNCEMENT

Accountant

The Court of Criminal Appeals is currently accepting applications from qualified individuals to fill a vacancy as accountant for the Court. Applications for this position will be accepted until Friday, October 18, 2013. The anticipated beginning date of employment is November 1, 2013.

NOTE: This is a confidential (non-merit) appointment. Confidential employees are exempt from merit system rules and regulations relating to appointment, tenure, and appeal.

WORK SETTING

This is a senior-level position responsible for the financial and human resources affairs of the Court. The accountant will also serve as property manager for the Court. In addition, the accountant will be expected to assist the Clerk's office staff in the management of the Court's docket as time permits. Work is performed under the general supervision of the Judges of the Court of Criminal Appeals and under the direct supervision of the Clerk of the Court.

TYPICAL DUTIES:

- Prepare the annual budget of the Court for submission to the Executive Budget Office;
- Prepare the Court's operation plan and make revisions as necessary;
- Deposit funds collected by the Court into the State treasury;
- Submit invoices to the State Comptroller for payment and send warrants to payees once processed;
- Prepare periodic financial statements;
- Prepare the Court's payroll and maintain paperwork relating to the payroll;
- Maintain correspondence relating to the Court's employees with the State Comptroller, the Retirement System of Alabama, the State Employee Insurance Board, and the Department of Industrial Relations;

- Process employment paperwork for personnel;
- Maintain personnel files;
- Maintain all leave records;
- Maintain calculations relating to the longevity of employees;
- Serve as the property manager of the Court of Criminal Appeals;
- Process attorney fee declarations; and
- Assist the staff of the Clerk's office in maintaining the Court's docket as time permits.

REQUIRED KNOWLEDGE AND/OR SKILLS

- A working knowledge of generally accepted accounting principles (GAAP);
- A working knowledge of Microsoft Excel;
- Ability to prepare proposed fiscal year budgets;
- Ability to prepare and present accurate and reliable financial reports;
- Ability to perform detailed work involving written or numerical data;
- Ability to perform statistical calculations and analysis of financial information;
- Knowledge of the English language including business writing, sentence structure, grammar, punctuation, and spelling;
- Ability to communicate effectively, both orally and in writing, to a variety of individuals, including elected and appointed state officials;
- Ability to establish and maintain effective working relationships;
- Ability and willingness to perform tasks to assist the Clerk in maintaining a current Court docket and ensuring the efficient operation of the Court; and
- Although not required, a working knowledge of the computer and/or operating systems of the State Comptroller and the Executive Budget Office (e.g., SNAP) is preferred.

MINIMUM QUALIFICATIONS

A bachelor's degree from a regionally-accredited four-year college or university is required, preferably with a major in accounting, finance or an allied field. Professional accounting experience, particularly in governmental accounting, is preferred.

SALARY

Salary range is \$47,575.60 - \$72,686.40 and will be commensurable with qualifications and experience. Benefits include annual leave, sick leave, health insurance, and retirement.

HOW TO APPLY

Qualified individuals should submit a letter of interest and resume to the Clerk of the Court of Criminal Appeals, D. Scott Mitchell, P. O. Box 301555, Montgomery, Alabama 36130, no later than Friday, October 18, 2013, at 5:00 p.m. Selected applicants will be scheduled for interviews at a later date.

EQUAL OPPORTUNITY EMPLOYER