

JOB ACCOUNCEMENT

Accountant IV

(Salary: \$74,296.80 – \$125,304.00 annually)

Alabama Court of Criminal Appeals

CONTACT

Scott Mitchell, Clerk
scott.mitchell@alappeals.gov

Location:

Montgomery, AL

Appointment:

Full-Time / Permanent

Open Until Filled

Anticipated Start Date:

May 1, 2026

Status:

Confidential (Non-Merit)

The Alabama Court of Criminal Appeals is one of Alabama's two intermediate appellate courts, with exclusive appellate jurisdiction over all criminal cases in Alabama. The Court prides itself on a professional, collegial work environment dedicated to fairness and excellence in the administration of justice.



ABOUT THE POSITION

The Alabama Court of Criminal Appeals invites applications for the Court's Accountant. This position is responsible for the financial management and human resources functions of the Court, offering the opportunity to contribute meaningfully to the administration of justice in a stable, professional environment. Applications will be accepted until the position is filled.

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 senior-level position is responsible for the financial and human resources affairs of the Court. The Accountant will also assist the Clerk's office in managing the Court's docket as time permits. Work is performed under the general supervision of the Judges of the Court of Criminal Appeals and the direct supervision of the Clerk of the Court.

OVERVIEW OF DUTIES

- Prepare and submit the Court's annual budget to the Executive Budget Office and develop the Court's operating plan.
- Deposit Court-collected funds into the State Treasury; submit invoices to the State Comptroller; process warrants to payees.
- Prepare periodic financial statements and maintain all financial records.
- Prepare the Court's payroll and maintain related payroll documentation.
- Serve as liaison with the State Comptroller, the Retirement System of Alabama (RSA), the State Employees' Insurance Board (SEIB), and the Department of Workforce on employment matters.
- Process employment paperwork; maintain personnel files, leave records, and longevity calculations.
- Assist the Clerk's office in maintaining a current Court docket and ensuring efficient Court operations.

The Court offers a **competitive salary and comprehensive benefits package** including annual leave, sick leave, health insurance through SEIB, and participation in the Retirement System of Alabama (RSA). The Court is a qualifying employer for **Public Service Loan Forgiveness**.

SALARY

- **\$74,296.80 – \$125,304.00 annually**, commensurate with qualifications and experience.
- Benefits include annual leave, sick leave, SEIB health/dental/vision insurance, and RSA retirement.

REQUIRED KNOWLEDGE & SKILLS

- Working knowledge of generally accepted accounting principles (GAAP).
- Proficiency in Microsoft Excel; ability to prepare and present accurate financial reports.
- Ability to prepare proposed fiscal-year budgets and perform detailed numerical analysis.
- Excellent written and oral communication skills, including the ability to communicate effectively with elected and appointed state officials.
- Ability to establish and maintain effective working relationships in a professional environment.
- Willingness to assist the Clerk's office with docket management to support efficient Court operations.
- **Preferred:** Working knowledge of the State Comptroller and Executive Budget Office computer systems (e.g., STAARS).

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 or public-sector accounting, is strongly preferred.

WORK ENVIRONMENT

The Alabama Court of Criminal Appeals is located in the Heflin-Torbert Judicial Building in downtown Montgomery, Alabama. The Court operates in a collegial, professional setting, and the Accountant will work closely with the Clerk's office staff and the Judges of the Court. The Court is committed to a work environment that values accuracy, professionalism, and teamwork.

BENEFITS

- Annual leave accrual.
- Sick leave accrual.
- Thirteen paid state holidays plus one paid day of personal leave.
- SEIB health insurance.
- Retirement through the RSA.
- Stable public-sector employment.

HOW TO APPLY

Qualified individuals should submit a letter of interest and current resume to:

Scott Mitchell, Clerk
Alabama Court of Criminal Appeals
300 Dexter Avenue
Montgomery, Alabama 36104
scott.mitchell@alappeals.gov

Applications will be accepted until the position is filled. Selected applicants will be contacted to schedule interviews. The anticipated start date is May 1, 2026.

CONDITIONS OF EMPLOYMENT

This is a confidential (non-merit) appointment. Confidential employees serve at the pleasure of the appointing authority and are exempt from merit system rules regarding appointment, tenure, and appeal. Employment is contingent upon satisfactory completion of a background check.