TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St. Louis, MO 63108
January 13, 2017

JOB OPENING

TITLE: BUSINESS OFFICE ASSISTANT IV, (Accounting and Grants)

QUALIFICATIONS: Candidates must have: a high school diploma or its equivalent, courses in accounting and/or bookkeeping. Some college accounting is preferred. Prefer at least three years of experience in accounting and/or bookkeeping services or similar positions. Must be at least 21 years of age.

DUTIES: Under general supervision of the Business Office Manager, this position performs and supports various accounting functions.

Salary Range: $33,405 – $49,980
(City-Paid-Position)

CLOSING DATE: For full consideration please submit resume by Monday, January 30, 2017 – 5:00 p.m., however resumes will be accepted until position filled.

SEND RESUME AND ACADEMIC TRANSCRIPT WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO: Family Court Juvenile Division – Business Office Assistant IV Position
920 N. Vandeventer Ave.
St. Louis, MO 63108

EOE
NO PHONE CALLS

See detailed description below

JOB DESCRIPTION

DEPARTMENT: Administration (Business Office)

CLASS TITLE: Business Office Assistant IV (Accounting & Grants)

CLASS DEFINITION: Under general supervision of the Business Office Manager, this position performs and supports various accounting functions.

EXAMPLES OF ESSENTIAL DUTIES:

- Prepares deposits, determines proper account and logs in appropriate ledgers.
- Processes invoices, determining proper account to charge expense and prepares appropriate vouchers.
- May prepare and processes travel requests, advances and reimbursements.
- Monitors some grant, general and special fund accounts.
- Reconciles general ledgers for grants and special funds.
- Prepares and requests appropriate reimbursements for all grants.
- Provides a variety of accounting reports using Excel.
- Prepares payroll exception reports and requests journal entries to properly apply grant expenditures or reimbursements i.e. institution & restitution grants.
- May submit contracts to City Counselor and Comptroller's Offices for approval and encumbrance of funds.
- May verify vendors' tax liabilities and business license requirements are met.
- Accesses and utilizes City on-line accounting system for accounting information and preparation of on-line requisitions.
- May communicate with Grant Directors, City Comptroller's Office, funding agencies, and vendors.
- Creates and maintains inventory records and other reports as requested using the Excel program.
- Maintains the Fixed Asset records and coordinates information with the City Comptroller's Office.
- May maintain records of equipment purchased with grant funds.
- Typing, ten-key, telephone, mail distribution, filing and paperwork organization.
- Uses copier and fax.
- Provides back-up to Business Office Assistants II and III.
- Regular and prompt attendance is considered an essential function of this position.
- Processes institution and restitution program payments and files.

- **May design forms, reports and templates including crystal reports in ABRA.**
- **Other duties as may be assigned.**

KNOWLEDGE, SKILLS AND ABILITIES: Candidates must have: good knowledge of basic accounting/bookkeeping, general business practices, the ability to communicate effectively with staff, vendors and other City Departments, the ability to accurately use electronic typewriters, ten-key adding machine, personal computers, Microsoft Word and Excel software.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Candidates must have: a high school diploma or its equivalent, courses in accounting and/or bookkeeping. Some college accounting is preferred. Prefer at least three years of experience in accounting and/or bookkeeping services or similar positions. Must be at least 21 years of age.

December 2016