



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position
(This position is exempt from the State of Delaware Merit System)

Posting # SC1008N20

ACCOUNTING SPECIALIST

Opening Date: 10/8/2020

Closing Date: Until Filled

Vacancy exist

Salary: \$28,149- \$29,908.10 (Minimum - 85% Midpoint) Pay Grade 8

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center (formerly New Castle County Courthouse), City of Wilmington **(Please check this location on your application).**

Nature and Scope: This level represents technically advanced support of complex fiscal/financial/auditing functions. It is distinguished from the Technician level by work assignments broad in functional scope and/or requiring advanced technical knowledge, both of which require application of complex state or federal program laws, rules and regulations. Work encompasses the full range of activities as described in Essential Functions.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of every job duty for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Compute fiscal/financial transactions
- Reconcile transactions/accounts.
- Classify and code fiscal/financial transactions.
- Review to ensure compliance with required documentation, computations, codes, signatures, and rules/regulations.
- Record fiscal/financial transactions to various financial information systems.
- Interact with public/private sector to provide/obtain information.
- Compile information/develop reports for use by others.

- Monitor balances and report discrepancies.
- Participate in recommending systems and forms enhancements.

Minimum Qualifications: Please address each item separately on the **Minimum Qualifications page of the application**. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must have education, training and/or experience demonstrating competence in each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

- Possession of an Associate’s degree or higher in Accounting or related field.

OR

- Possession of a Bachelor’s degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field.

OR

1. One-year experience in processing financial transactions in areas such as accounting, auditing, payroll, or taxes.
2. One-year experience in creating financial reports which includes combining and presenting financial data from multiple sources in an organized format.
3. One-year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Six months experience in determining compliance of financial transactions with required documentation, computations, codes, signatures, and rules/regulations.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@delaware.gov (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer