



*Melissa R. Henry*

**CLERK OF COURT**  
**22nd Judicial District Court**  
**Parish of St. Tammany**

**Position Title:** Civil Accounting Clerk  
**Department:** Civil Department  
**Job Location:** Justice Center, Covington Campus and/or Towers Building, Slidell Campus  
**Status:** Full-Time, Non-Exempt, Hourly

#### **POSITION SUMMARY**

As a member of the St. Tammany Parish Clerk of Court's Civil Department, the Civil Accounting Clerk is responsible for accurate accounting and auditing for Civil Jury, Registry of Court, Civil Advanced Deposit and Non-Support Accounts, Processing Month-End Interest, Collecting Civil NSF checks, Monthly-End Reconciliation Reports, Preparing Refunds and Issuing Payment of Expenses.

#### **ESSENTIAL FUNCTIONS**

- Maintain and reconcile accounts daily
- Prepare and deliver daily deposits for all accounts to the Finance Department
- Reconcile month-end for all accounts, check registers and cash balance reports
- Calculate fees owed and process checks for jury
- Analyze and authorize payment of expenses
- Collection of all NSF checks
- Reconcile payments and enter payments
- Prepare monthly billing statements
- Prepare deposits and withdrawal of funds by Court Order
- Enter interest- earned for all accounts
- Process refunds and any other miscellaneous fees

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are a representation of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential qualifications.

- Minimum of 3 years of accounts payable and general ledger experience
- Knowledge of general accounting procedures
- Knowledge of relevant accounting software (such as Sage, FreshBooks, Quick Books)
- Typing skills of 45 words per minute with no errors
- Proficiency in word processing programs and Excel
- Proficient in data entry
- Strong mathematical, analytical and interpersonal skills

#### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

- High school diploma or general education (GED)

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of the business demands change so, too, may the essential functions of this position.*