



Arkansas Supreme Court

POSITION ANNOUNCEMENT - FINANCIAL SPECIALIST

Job Title	Financial Specialist	Grade	SGS09
Division	Supreme Court of Arkansas	Closing Date	Until filled

POSITION SUMMARY

The Arkansas Supreme Court is now accepting applications for the position of Financial Specialist. This position works under general supervision and is responsible for recording and maintaining manual and mechanized accounting records of financial transactions by the Court. Reviews and processes expense vouchers, invoices, and other fiscal documents for payment. Audits fiscal information for accuracy, posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically. Performs various accounting duties and assists with budgets and fiscal monthly and year end closings. Maintains agency asset inventory lists and agency's office supply inventory. Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to evaluate financial data logically and make data-informed recommendations. High attention to accuracy in calculations, data entry, documentation and reporting. Clear written and verbal communication skills, including the ability to convey complex financial concepts to non-financial audiences. Proactive and resourceful in identifying financial issues and proposing practical solutions.

MINIMUM QUALIFICATIONS

A bachelor's degree in Finance, Accounting, Economics, Business Administration, Public Administration, or a related field, plus three (3) years of experience in accounting or financial analysis are required. Knowledge of accounting practices and AASIS is required. This position is governed by state and federal laws and agency/institution policy.

To be considered, applicants must submit a cover letter, resume, and three professional references via email to Shumeka Young at SCCareers@arcourts.gov.

Applications for this position will be accepted until filled.