ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #19-130

<table>
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<tr>
<th>Location</th>
<th>Position Available</th>
<th>Salary Range</th>
<th>External Closing Date</th>
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<tr>
<td>Administrative Office of the Courts (Concord)</td>
<td>Accounting Support Administrator</td>
<td>$63,297-$88,725 Labor Grade: 43</td>
<td>Open until filled</td>
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The normal work day for Judicial Branch employees shall consist of 7.5 hours per day with work normally performed between the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday; however, the normal work day may be adjusted based on the needs of the court location.

Employees hired for this position may be required to attend new employee orientation in Concord, NH prior to beginning their job at their assigned judicial branch location. Mileage reimbursement will be paid pursuant to the collective bargaining agreement.

IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

Step 1:
- Print application from the HR Job Postings page on the website https://www.courts.state.nh.us/forms/nhjb-2099-dfps.pdf

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

Step 2:
- e-mail application to: applications@courts.state.nh.us
- or fax application to: (603) 513-5454
- or mail application to: Administrative Office of the Courts Human Resources Department One Granite Place, Suite N400 Concord, NH 03301

Equal Employment Opportunity (EEO) Survey

Please take a moment to view the EEO survey attached to this position announcement. Your responses are STRICTLY VOLUNTARY and will be kept CONFIDENTIAL.

Please return with your application and/or resume.

(At any time we may have more than one position vacant in the court system. Your application may not be considered if you fail to note a specific position on your application.)

JOB DESCRIPTION

ACCOUNTING SUPPORT ADMINISTRATOR – Regular, full-time position working in the Accounting Support Department at the Administrative Office of the Courts (AOC) and subject to the sufficient and continued funding of the Judicial Branch by the Legislature. The employee in this position may be required to travel during the regular course of business, and is subject to transfer or reassignment at the discretion of the AOC Director.

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DEFINITION OF WORK
To be the subject matter expert in the state’s Odyssey Case Management System. Work includes understanding all functionality of Odyssey, streamlining processes, and making recommendations for improvements to the system. Additional responsibilities include reconciliation of revenues to bank statements, and management, oversight, and delegation of duties to employees in the Accounting Support Department;

REPORTING LINES
This position reports to the Fiscal Manager at the Administrative Office of the Courts. This position has supervisory responsibility over the Accounting System Specialist and Accounting Support Specialist.

ESSENTIAL FUNCTIONS (EXAMPLES OF WORK PERFORMED)
(Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Serves as the subject matter expert for the judicial branch’s Odyssey Case Management System; makes recommendations to improve Odyssey’s internal organizational structure and setup.

Implements and evaluates current and long-range programs for the improvement of Odyssey and accounting support activities.

Reconciles all bank accounts to revenue on a monthly basis.

Organizes, develops and serves as the point of contact for all PCI compliance-related activities including policies, training, inventory, compliance and audit requirements in accordance with the PCI Data Security Standard and State compliance requirements.

Provides oversight of the Department of Corrections payment process.

Manages the stale-dated checks process.

Provides back up support to the Accounting System Specialist and Accounting Support Specialist, as needed.

Performs other essential functions, as assigned.

DESIRABLE EDUCATION AND EXPERIENCE
Bachelor’s degree from a recognized college or university with a major in accounting or business administration required. Master’s degree preferred. Seven years' professional experience in accounting or business administration involving financial management, including four years of supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES
Thorough knowledge of the Odyssey Case Management System, both from the end user (court) perspective and financial perspective.

Knowledge of or ability to learn applicable New Hampshire statutes, court rules, administrative orders, policies, procedures, and applicable federal rules and regulations.

Logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Revised 6-13-2019
Knowledge of Generally Accepted Accounting Principles (GAAP), general governmental accounting and financial administration principles and practices of public administration, public budgeting, management and supervision.

Skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

Skill in preparing financial statements, gathering data, compiling information, and preparing reports using spreadsheet software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections.

Skill in analyzing a variety of administrative, operational, technological, managerial, fiscal and other issues/problems and making valid recommendations for accounting standards for the court.

Ability to prepare reports and make recommendations based on findings which contribute to solving problems.

Proficiency in Excel, Word and MS Outlook.

Strong oral and written communication skills with demonstrated proficiency in correct spelling, grammar, and overall business writing.

Effective conflict resolution skills with proven success in helping others build consensus and work toward mutual understanding.

Ability to work under pressure in a changing work environment with multiple tasks and program demands.

**SPECIAL REQUIREMENTS**
Must be able to travel statewide.

Must successfully pass a criminal records check.

#19-130
11/4/2019
# State of New Hampshire - Administrative Office of the Courts
## Equal Employment Opportunity Survey

As part of its mandate under Title VII of the Civil Rights Act of 1964, the federal Equal Employment Opportunity Commission requires periodic reports from state governments which indicate the composition of their applicant and work force by age, gender and ethnic/race category based on specific job categories (professional, technical, administrative, management etc). Your responses are **Strictly Voluntary**, will be kept **Confidential** and separated from all other personnel records only accessed by the Human Resources Department. **No adverse treatment will result if you choose not to answer any of the questions.**

| SOCIAL SECURITY NUMBER: __________ - ______ - _______ - _______ - _______ |
| AGE: _______ (In whole numbers) |
| JOB TITLE of position for which you are applying: ____________________________ |
| POSITION NUMBER of position for which you are applying: ____________________________ |

**GENDER:** (Please check only **one** response below)
- _____ Male  ______ Female

**ETHNICITY:** (Please check only **one** response below)
- **H** = Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
  - _____ YES  _____ NO

**RACE:** (Please check only **one** response below)
- _____ **W** = White (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- _____ **B** = Black or African American (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.
- _____ **NHOPI** = Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- _____ **A** = Asian (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- _____ **AIAN** = American Indian or Alaska Native (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- _____ **T** = Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

Please circle all that apply:  W  B  NHOPI  A  AIAN

Date completed: _________________________

Thank you for your participation.

**PLEASE RETURN COMPLETED FORM TO:**

Administrative Office of the Courts  
Human Resources Dept.  
1 Granite Place, Suite N400  
Concord, NH 03301

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