

**ISABELLA COUNTY TRIAL COURT
COURT ACCOUNTANT**

Starting wage: \$24.08 plus comprehensive fringe benefit package (paygrade 11)

Minimum requirements:

Bachelor's Degree in Accounting or Finance

One or more years of governmental accounting experience

Equivalent combination of training, education and experience that provides the required skills, knowledge and abilities may be considered

General summary of duties:

Acts as the chief accountant for the Court, overseeing and reconciling its financial records. This role includes assisting with audit and budgetary processes, executing various professional accounting tasks essential for documenting daily, monthly, quarterly, and annual financial activities. The accountant is responsible for preparing and submitting complex documents to different entities in order for the court to receive reimbursement for grant and other eligible expenses.

To apply:

Applicants should submit a cover letter and resume to the Court Administrator, Kerri Curtiss, via email at kcurtiss@isabellacounty.org.

Application deadline: Open until filled



ISABELLA COUNTY, MICHIGAN

Position	Court Accountant	FLSA Status	Exempt
Department	Trial Court	Pay Grade	11

GENERAL SUMMARY

Acts as the chief accountant for the Court, overseeing and reconciling its financial records. This role includes assisting with audit and budgetary processes, executing various professional accounting tasks essential for documenting monthly, quarterly, and annual financial activities. The accountant is responsible for submitting various complex documents to different entities in order for the court to receive reimbursement for grant and other eligible expenses.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains, reconciles and prepares reports of the Court's financial records daily, monthly and annually.
- Prepares, analyzes, and interprets accounting records and reports. Assists in general ledger accounting and performs related journal entries.
- Prepares daily deposit utilizing court and county software and transports deposit to the Treasurer's office and bank to complete depository process.
- Assists with various budget and audit processes including the Court's general fund, Cooperative Reimbursement Program, Child Care Fund and various other grant programs.
- Performs a variety of professional accounting functions necessary to maintain and record financial activity.
- Aggregates all data related to the Child Care Fund accounts on a monthly basis from submitted vouchers and county reports for inclusion in the CCF 207 report. Prepares the CCF 207 for submission to the State of Michigan
- Generates invoices for accountable parties as necessary, maintains accurate spreadsheets for auditing purposes, and oversees outstanding balances.
- Oversee probate accounts for any delinquencies, organize show cause hearings, and facilitate personal service of notices to involved parties; compile payment information reports for the hearings, participate in the show cause hearings, engage with parties who owe funds, establish payment agreements, and execute orders following the hearings as instructed.

Position: Court Accountant

- Monitor and confirm all GPS (credit card) transactions in relation to daily summaries for the entire court. Rectify any inconsistencies found between the fax list and the vendor list.
- Provides completed month end financial reports for District and Probate Court to the Court Administrator for processing transmittals to various entities.
- Pays court invoices weekly via BS&A software system.
- Perform monthly bank reconciliation of the Court's bank account.
- Acts as back up for Probate and Juvenile personnel.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Accounting or Finance.
- One to three years of accounting experience, preferably in a governmental or court setting.
- Equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities may be considered.

Licenses or Certifications

- None.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Governmental accounting rules and principles.
- Modern office equipment, procedures and applicable software packages.
- Cash receipting and disbursement.
- Departmental policies and procedures.

Skill in:

- Assembling and analyzing financial data and preparing complex and accurate reports.
- Effective verbal and written communication.

- Problem solving and analysis.
- Evaluating, organizing and summarizing data and information.
- The use of standard and comprehensive office and financial applications and software.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy	X		
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	5/5/2025
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