

**INGHAM COUNTY  
JOB DESCRIPTION**

**ACCOUNT CLERK - CIRCUIT COURT**

**General Summary :**

Under the supervision of the Clerical Services Supervisor, oversees and maintains the recording of collections and disbursements, and all banking activities related to the Circuit Court, includes daily and monthly reconciliation of accounts, transferring of funds to the County Treasurer, and preparing monthly reports and transferring funds to the State of Michigan. Responds to inquiries relating to funds received by the Court and researches and resolves account problems.

**Essential Functions :**

1. Responsible for bookkeeping of Circuit Court funds, includes daily reconciliation of accounts and preparing daily bank deposits.
2. Inputs data from register receipts to computer system and generates daily reports on costs, fines, bond collection and return activity, restitution, and pretrial receipts. Prepares reports on bank deposits and case count.
3. Responds to inquiries relating to funds received by the Court and researches and resolves account problems. Makes initial telephone calls on NSF checks received by the Court, and refers to the Administrator as necessary.
4. Generates monthly reconciliation of accounts and makes correcting entries on errors. Researches and resolves account problems.
5. Processes transmittal of funds to County Treasurer. Issues check and report to Treasurer. Prepares vouchers for transfer of funds to the State of Michigan for Circuit and Family Court. Generates monthly reports to the State of Michigan.
6. Enters defendant payments of criminal assessments to the computer system, includes inputting defendant and victim information and producing and mailing restitution checks to victims. Prints check registers.
7. Enters bonds received from criminal, appeal, and Friend of the Court cases into the computer system, prepares bond cards, and prepares and disburses bond checks. Prints check registers.
8. Processes non-sufficient fund checks, making account adjustment and notifying parties of check status.
9. Prepares and mails mediation checks from vouchers and maintains check registers.
10. Prepares vouchers for transfer of funds from County for refunds.

11. Maintains petty cash fund for Circuit Court.
12. Opens and maintains accounts for funds being held in escrow.

**Other Functions :**

13. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** High school graduation or equivalent with some advanced coursework in accounting/bookkeeping or related field.

**Experience:** Two years of bookkeeping experience, preferably in a court law office or other legal setting.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Uses step ladder to access financial records.  
Ability to lift and carry files and other materials weighing up to 25 lbs.  
Regularly kneels, bends and reaches to retrieve and replace files.  
Prolonged periods of sitting to perform data entry.  
Prolonged periods of standing.

**Working Conditions:**

Works in office conditions.