

Job Announcement

Accounting Clerk (Accounts Payable)

Jefferson Parish Juvenile Court

The Jefferson Parish Juvenile Court (Harvey, La.) is seeking an Accounting Clerk. The purpose of the position is to provide accounting support. Employees in this classification perform clerical work. Position is responsible for Cash payments, processing/entering Accounts Receivables and Accounts Payable for the Court. Performs related work as required.

Primary job responsibilities include: Preparing daily deposits, coding and entering Accounts Receivables as well as Payable invoices weekly and preparing daily Non-Support checks. Position is also responsible for travel reimbursements for court personnel and returning cash bonds to clients. There is also monthly processing of court personnel invoices to outside entities, as well as grant expenditure documentation. Also responsible for annual 1099 form preparation and weekly uploads to the court's financial institution. May also be asked to perform daily cash balancing of all monies and payments processed; entering any changes on assessments as per court orders; generating and submitting for supervisory review various reports concerning monies processed (i.e., daily receipts, fees and assessments); performs basic record keeping.

High school diploma or GED; supplemented by college level course work or vocational training in accounting, finance or closely related field; supplemented by one (1) year of work experience in a related occupation; or an equivalent combination of training and experience.

Available benefits include: medical and dental coverage; participation in the Jefferson Parish Parochial Retirement System; paid vacation and sick leave. This position has a starting salary of \$33,535.00. An increase in the starting salary is possible based upon evidence of relevant work experience and a five percent (5%) increase in salary will be granted upon the successful completion of a six-month probationary period.

Interested parties **must complete an employment application** which is available on the Jefferson Parish Juvenile Court's website (www.jpjc.org) as well as submit a résumé, and cover letter by December 1, 2025 to the individual below:

Timothy R. Tyler
Chief Deputy Judicial Administrator
Jefferson Parish Juvenile Court
P. O. Box 1900
Harvey, Louisiana 70059

Email: ttyler@jpjc.org
Phone: (504) 367-3500 ext. 887
Fax: (504) 263-6363