



KAHALAH A. CLAY
Clerk of the Circuit Court
St. Clair County, Illinois
10 Public Square Suite A-315 Belleville, IL 62220-1623
(618) 277-6832

Lu Ann Henry
Chief Deputy
Ext. 2324

Connie Warner
Court System Admin.
Ext. 2320

Position Title: Accounting Supervisor

Salary Range: \$55,000 - \$60,000

Description: Performs the duties of overseeing and maintaining the cash, accounts and financial records for agency funds for the St. Clair County Circuit Clerk's Office.

General Duties within Category:

Supervises 4 employees (Accounting staff & Fee Office cashiers)
Ensures security of safes
Reviews bond refunds
Processes NSF's and schedules court dates
Performs monthly bank reconciliations
Provides County Treasurer's office with quarterly statements and CD information
Sends invoices
Runs month-end reports
Reviews monthly case management system reconciliations
Balances & follows up on outstanding banking items
Adjusts journal entries
Prepares and files 6-month report with County Clerk's Office
Prepares year-end packet for auditors
Prepares Report J and files with Administrative Office of the Illinois Courts
Prepares revenue confirmation requests for municipalities
Works with county's internal audit department
Main liaison with external auditors

Position Requirements:

A Certified Public Accountant or a Finance Professional with a Bachelor's Degree in Accounting
Computer Skills

Please email resume to [kahalah.clay@co.st-clair.il.us](mailto:kahalaha.clay@co.st-clair.il.us).

St. Clair County is an "Equal Opportunity Employer".

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.