



ALABAMA COURT OF CIVIL APPEALS
300 Dexter Avenue
Montgomery, Alabama 36104-3741
(334) 229-0733

Scott Mitchell
Clerk

Gerri Robinson
Assistant Clerk

JOB ANNOUNCEMENT

Accountant IV (Court of Criminal Appeals)
(Salary Range: \$74,296.80 - \$125,304.00)

Position Overview

The Alabama Court of Criminal Appeals invites applications for the Court's Accountant. This position is responsible for the financial management and human resources of the Court, offering the opportunity to contribute meaningfully to the administration of justice in a stable, professional environment. Applications will be accepted until the position is filled.

NOTE: This is a confidential (non-merit) appointment. Confidential employees are exempt from merit system rules and regulations relating to appointment, tenure, and appeal.

Work Setting

This senior-level position is responsible for the financial and human resources affairs of the Court. The accountant will also assist the Clerk's office in managing the Court's docket as time permits. Work is performed under the general supervision of the Judges of the Court of Criminal Appeals and the direct supervision of the Clerk of the Court.

The Alabama Court of Criminal Appeals is located in the Heflin-Torbert Judicial Building in downtown Montgomery, Alabama. The Court operated in a collegial, professional setting, and the Accountant will work closely with the Clerk's office staff and Judges of the Court. The Court is committed to a work environment that values accuracy, professionalism, and teamwork.

Typical Duties

- Prepare and submit the Court's annual budget to the Executive Budget Office and develop the Court's operating plan.

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- Deposit Court-collected funds into the State Treasury; submit invoices to the State Comptroller; process warrants to payees.
- Prepare periodic financial statements and maintain all financial records.
- Prepare the Court's payroll and maintain related payroll documentation.
- Serve as liaison with the State Comptroller, the Retirement System of Alabama (RSA), the State Employees' Insurance Board (SEIB), and the Department of Workforce on employment matters.
- Process employment paperwork: maintain personnel files, leave records, and longevity calculations.
- Assist the Clerk's office in maintaining a current Court docket and ensuring efficient Court operations.

The Court offers a **competitive salary and comprehensive benefits package** including annual leave, sick leave, health insurance through SEIB, and participation in Retirement Systems of Alabama (RSA). The Court is a qualifying employer for **Public Service Loan Forgiveness**.

Salary

- **\$74,296.80- \$125,304.00 annually**, commensurate with qualifications and experience.
- Benefits include annual leave, sick leave, SEIB health/dental/vision insurance, and RSA retirement.

Required Knowledges, Skills, and Abilities

- Working knowledge of generally accepted accounting principles (GAAP).
- Proficiency in Microsoft Excel: ability to prepare and present accurate financial reports.
- Ability to prepare proposed fiscal- year budgets and perform detailed numerical analysis.
- Excellent written and oral communication skills, including the ability to communicate effectively with elected and appointed state officials.
- Ability to establish and maintain effective working relationships in a professional environment.
- Willingness to assist the Clerk's office with docket management to support efficient Court operations.
- Preferred: Working knowledge of the State Comptroller and Executive Budget Office computer systems (e.g., STAARS).

Minimum Qualifications

- A bachelor's degree from a regionally accredited four-year college or university is required, preferably with a major in accounting, finance, or an allied field.
- Professional accounting experience, particularly in governmental or public-sector accounting, is strongly preferred.

Work Location

The Alabama Court of Criminal Appeals
Montgomery, Alabama

Benefits

- Annual leave accrual.
- Sick leave accrual.
- SEIB health insurance
- Retirement through the RSA.
- Stable public-sector employment.

I-9

Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

E-Verify

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information given by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

Background Check

Employment may be conditional upon the potential employee passing a background check. Candidates will be asked to provide consent prior to the administration of background checks.

Equal Employment Opportunity

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

Request for Accommodation

Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The AOC Human Resources Division reserves the right to require

documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the AOC Human Resources Division.

Contact Information

It is your responsibility to provide accurate contact information (address, phone, email) so that we can contact you about jobs you are interested in.

How to Apply

Qualified individuals should complete the Alabama Unified Judicial System’s [Employment Application Form PERS 22 Rev. 10/19](#)

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR A COMPLETED APPLICATION FORM. Applications for this position will be accepted until filled. Selected applicants will be contacted to schedule interviews. The anticipated start date is May 1, 2026.

CONDITIONS OF EMPLOYMENT

This is a confidential (non-merit) appointment. Confidential employees serve at the pleasure of the appointing authority and are exempt from merit system rules regarding appointment, tenure, and appeal. Employment is contingent upon satisfactory completion of a background check.
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PLEASE FORWARD ALL MATERIALS BY EMAIL TO:

Scott.mitchell@alappeals.gov

Please include “Accountant IV Position” in the Subject Line of the email.

OR BY MAIL TO:

Alabama Court of Criminal Appeals
ATTN: Scott Mitchell
300 DEXTER AVENUE
MONTGOMERY, ALABAMA 36104-3741