



Pima County Consolidated Justice Court

Job Description

Job Title:	Accountant
Class Code:	9001
Class Title:	Administration Level 2 - Courts
FLSA:	Exempt
Court Status:	Court Classified
Hiring Range:	\$35,044 - \$52,566
Minimum Qualifications:	
Bachelor's degree in accounting, finance or related field, AND two years of professional level accounting experience; OR Any equivalent combination of experience, training and/or education approved by Human Resources.	
Licenses and Certificates:	
None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.	
Summary:	
Performs a broad scope of professional accounting activities requiring experience, professional knowledge and application of accounting principles and practices. Performs a wide range of detailed/complex accounting and advisory functions pertaining to assigned accounts or departments and assures day-to-day operations are carried out in accordance with established accounting principles, court wide directives, policies and objectives in support of the Financial Services Division. This position has no supervision responsibilities.	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Compiles, summarizes, and analyzes financial data concerning accounting transactions, expenditures, and accounts receivable; performs basic statistical analyses to determine trends, estimates and deviations; • Accounts for the processing of grant funds, contracts, special project billings, and monitors operating budgets. Assists in accounting for capital project funds; • Prepares journal entries, maintains ledgers, prepares detailed cost accounting information; researches and analyzes account status; prepares account adjustments; searches account histories to locate imbalances and incorrect entries; cross references adjustments to source documents and related files; prepares account reconciliations; • Performs procedural maintenance on the automated accounting system; • Collects, processes, analyzes and balances financial and statistical data for various funds such as cash balances, revenues, expenses, disbursements, capital assets, contracts, grants, capital and special projects and fixed assets to account for all funds of the court; • Reviews specialized accounting transactions such as fixed asset input sheets, grants and contracts, and reviews transactions for coding and cost accounting purposes; • Examines accounting source documents and account entries for conformance to standard accounting principles, court-wide procedural directives and guidelines, and legal or budgetary restrictions, and makes necessary corrections and transfers of funds; • Prepares statements, reports, and invoices for submission to federal, state and other agencies, and summarizes, reconciles, and cross-references court accounting records maintained for funding agencies; • Prepares reports and statements such as detailed cost and financial analysis, year-end working trial balances, forecasts and projections reflecting interrelationships of data for standard and specialized financial activities; prepares or assists in preparation of special accounting studies; • Prepares internal audit work sheets, schedules, reports, statistical data and all supporting documentation to be used in compiling the annual report of the court; • Ensure that division operations conform to local, state, and federal governmental regulations, Arizona Supreme Court Minimum Accounting Standards and other applicable rules and requirements. 	

Additional Duties:

- Recommends, develops, implements and maintains internal accounting controls;
- Advises management with respect to compliance with federal and state regulations;
- Recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities;
- Provides liaison with annual auditors and answers questions regarding departmental accounting policies, operations and procedures;
- Identifies informational needs of management to establish or revise procedures or operating policies, and participates in the development and implementation of new or revised accounting and reporting systems;
- Participates in the development, installation, maintenance and improvement of automated accounting systems through coordination with information technology staff;
- Provides advice to court departments requesting assistance to address accounting related issues or completing special projects;
- Assists with preparing and monitoring the court's annual budget and assists with developing and maintaining internal controls processing accounting data between Finance and other court divisions;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Public sector, and general accounting principles;
- Manual and automated accounting systems, financial record keeping and reporting practices;
- Mathematics, statistics and problem solving techniques.

Skill in:

- Communicating effectively orally and in writing;
- Interacting with the public and providing customer service;
- Understanding and following oral and written instructions;
- Entering and proofreading data utilizing word processing and data bases;
- Making basic mathematical calculations;
- Word processing, spreadsheets, and other typical office software;
- Performing accounting and financial tasks;
- Applying policies and procedures to operations and processing appropriate documents.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

Physical/Sensory Items:

Typically performs duties in an office environment performing frequent data entry. Must have the ability to remain in a sitting position for extended periods of time. May lift material or equipment weighing fifty pounds or less.