



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Accounting Specialist</b>
<b>Class Code:</b>	9000
<b>Class Title:</b>	Administration Level 1 - Courts
<b>FLSA:</b>	Non-Exempt
<b>Court Status:</b>	Court Classified
<b>Salary Range:</b>	\$13.1615 - \$19.7427 hourly
<b>Minimum Qualifications:</b>	
<p>High school diploma or equivalent, and four years of financially related administrative and clerical experience; OR Associates Degree in Accounting, Finance, or Business Administration or a related field and two years of bookkeeping or accounting experience, OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
<b>Licenses and Certificates:</b>	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
<b>Summary:</b>	
<p>Perform paraprofessional administrative/clerical accounting duties in support of the Financial Services Division. This position has no supervision responsibilities.</p>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champion the values of the court through example and accountabilities;</li> <li>• Compile, summarize, and analyze financial data concerning accounting transactions, expenditures, accounts payable and accounts receivable; performs basic statistical analyses to determine trends, estimates and deviations;</li> <li>• Account for the processing of grant funds, contracts, special project billings, and monitors operating budgets;</li> <li>• Assist in accounting for capital project funds;</li> <li>• Assist with preparing and monitoring the court's annual budget and assist with developing and maintaining internal controls processing accounting data between Finance and other court divisions;</li> <li>• Prepare 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;</li> <li>• Collect, process, analyze and balance 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;</li> <li>• Review specialized accounting transactions such as fixed asset input sheets, grants and contracts, and reviews transactions for coding and cost accounting purposes; Track and process grant related activities such as expenditures, renewal dates, funding dates, and reimbursement dates;</li> <li>• Prepare statements, reports, and invoices for submission to federal, state and other agencies, and summarize, reconcile, and cross-reference court accounting records maintained for funding agencies;</li> <li>• 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;</li> <li>• Complete various governmental accounting operations and budget compliance tasks with the general ledger, accounts</li> </ul>	

receivable, accounts payable, generating bank reports, reviewing daily activities, creating journal entries, monitoring balances, researching discrepancies, preparing journal entries, disputing discrepancies, examining transactions, preparing reconciliations, preparing necessary billing to grant agencies or partners in intergovernmental agreements and assisting with special projects;

- Analyze information by researching and compiling data, discussing data, determining objectives, and communicating findings;
- Ensure that division operations conform with local, state, and federal governmental regulations, Arizona Supreme Court Minimum Accounting Standards and other applicable rules and requirements.

#### **Additional Duties:**

- Complete administrative tasks by answering calls and responding to inquiries, conducting research, preparing correspondence, maintaining files, preparing special reports, providing technical equipment support for copiers and fax machines;
- Recommend alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities;
- Maintain appropriate inventory levels within assigned area of responsibility; and requisitions supplies;
- Ensure accuracy of data, accounting codes, and outgoing checks;
- Issue stop payment requests, voids, and ,when appropriate, re-issues checks;
- Prepare and makes deposits to the Court bank account;
- Prepare and posts fund adjustments to the database;
- Operate a variety of office equipment such as photo copiers, desktop computers, and facsimile machines;
- Complete duties, special assignments and projects as assigned.

#### **Knowledge of:**

- Public sector, and general accounting principles;
- Manual and automated accounting systems;
- Mathematics, statistics and problem solving techniques;
- Effective customer service 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.