



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Financial Services Specialist</b>
<b>Class Code:</b>	5693 B
<b>Class Title:</b>	Litigation Support Level 2
<b>FLSA:</b>	Non-Exempt
<b>Court Status:</b>	Court Classified
<b>Hiring Range:</b>	\$13.3000 - \$19.8827 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 financially related administrative and clerical 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 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>• 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>• Prepare detailed financial reporting to Pima County, granting agencies, and internal divisions;</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>• Complete general accounting tasks by 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;</li> <li>• Research and compile a listing of competitive sources and suppliers; Process requisitions for supplies, materials, equipment and parts; secure price quotations, document information, place purchase orders, and utilize automated system; perform mathematical calculations for computing costs;</li> <li>• Review and analyze routine bids and quotations submitted by vendors; evaluate vendor bids, quotations and qualifications and make recommendations for award; Purchase goods of varying dollar values and some items requiring quotations; preparation of Requests for Quotations for varying dollar values of supplies; Receive goods and route to appropriate division;</li> </ul>	

- Review and process the Court's grants, contracts and agreements maintaining appropriate records;
- Verify adherence of goods to agreed upon specifications, cost, and receipt into automated system. Coordinate and facilitate the return of damaged and incorrect merchandise for improper substitutions;
- Maintain bid and contractual files; work with court management to monitor contract to insure work performed is completed within prescribed timelines and as specified;
- Analyze information by researching and compiling data, discussing data, determining objectives, and communicating findings;
- 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;
- Ensure that division operations conform with local, state, and federal governmental regulations, Arizona Supreme Court Minimum Accounting Standards and other applicable rules and requirements;
- Maintain appropriate inventory levels within assigned area of responsibility; and requisitions supplies;
- Establish and maintain effective working relationships with vendors, court employees, contractors, service providers and the general public;
- Review daily receipts for appropriate account coding and makes necessary adjustments utilizing percentages and posting to the automated financial database;
- Reconcile cash receipts to cash received;
- Review and processes all outgoing bond, restitution and overpayment checks for accuracy and ensures correct disbursement onto the automated financial database;
- Ensure closing cash boxes are reconciled and balanced at the end of the day;
- Assist in the monthly auditing of monthly financial reports.

#### **Additional Duties:**

- Prepare source documents for record keeping with the County Treasurers Office;
- Review the outstanding check register, prepares payee merge letters, voids outstanding checks and lists funds as unclaimed;
- File disbursed bond receipts;
- Review minute entries to obtain information ordered by Judges;
- Review files and automated systems to exonerate bond funds as ordered;
- Respond to inquiries from PCCJC staff and the public regarding payments, bonds and PCCJC procedures;
- Ensure accuracy of data, accounting codes, and outgoing checks;
- Issue stop payment requests, voids, and ,when appropriate, re-issues checks;
- Prepare accounts payable documents;
- Prepare and makes deposits to the Court bank account;
- Prepare and posts fund adjustments to the database;
- Review and reconciles issues pertaining to non-sufficient fund checks received by the Court;
- Provide data and information utilized in state wide debt set-off program;
- 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.