



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Financial Services Supervisor</b>
<b>Class Code:</b>	5698
<b>Class Title:</b>	Management & Supervision Level 1
<b>FLSA:</b>	Exempt
<b>Court Status:</b>	Court Classified
<b>Minimum Qualifications:</b>	
<p>Bachelor's degree in accounting, finance or related field, AND two years of professional level accounting experience including one year of experience in a lead or supervisory capacity; 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>Supervises and coordinates the employees and all assigned work the Financial Services Unit. Performs a broad scope of professional accounting activities requiring experienced, 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.</p>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champion the values of the court through example and accountabilities;</li> <li>• Manage, coordinate, and determine priorities of work load, monitoring levels of resources, establishing time lines, assigning work, monitoring progress, recommending changes and suggestions, writing, reviewing, and editing reports prepared by staff, and approving completed projects and reports;</li> <li>• Provide customer service by responding to information requests, conducting research, providing solutions to problems, and correcting errors;</li> <li>• Resolve problems by correcting errors in databases, answering questions, identifying, investigating, resolving and reporting problems, and discussing and resolving complaints;</li> <li>• Ensure that unit work conforms to local, state, and federal governmental regulations, and other applicable rules and requirements;</li> <li>• Assist with the development, implementation, evaluation and interpretation of division policies, projects and procedures;</li> <li>• Implement controls for appropriate unit staffing and effectiveness by participating in the recruitment and hiring of employees;</li> <li>• Promote positive morale in the unit by providing leadership and guidance to staff through example, competency, and accountabilities;</li> <li>• Monitor and evaluate employee performance, identifying personnel issues and facilitating resolutions, prepares employee evaluations;</li> <li>• Take progressive discipline actions up to and including a suspension of less than 40 hours;</li> <li>• Prepare and verify time sheets, logging absences and vacation time;</li> <li>• Coordinate staff schedules to ensure adequate coverage;</li> </ul>	

- Compile, summarize, and analyze financial data concerning accounting transactions, expenditures, and accounts receivable; performs basic statistical analyses to determine trends, estimates and deviations;
- Account for the processing of grant funds, contracts, special project billings, and monitors operating budgets. Assists in accounting for capital project funds;
- 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;
- Perform procedural maintenance on the automated accounting system such as maintaining, adding and deleting accounts, departmental and project codes and agency table files;
- 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;
- Review specialized accounting transactions such as fixed asset input sheets, grants and contracts, and reviews transactions for coding and cost accounting purposes;
- Examine 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;
- Prepare 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;
- Prepare reports and statements such as detailed cost and financial analysis, year-end working trial balances, assist with forecasts and projections reflecting interrelationships of data for standard and specialized financial activities; prepares or assists in preparation of special accounting studies;
- Prepare internal audit work sheets, schedules, reports, statistical data and all supporting documentation to be used in compiling the annual report of the court;
- Prepare reports including budget reports, databases and other documents by researching and verifying facts, consulting with other agencies, compiling statistics and preparing, submitting and distributing drafts;
- Ensure standard accounting practices are utilized.

#### **Additional Duties:**

- Recommend, develops, implements and maintains internal accounting controls;
- Advise management with respect to compliance with federal and state regulations;
- Recommend alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities;
- Provide liaison with annual auditors and answers questions regarding departmental accounting policies, operations and procedures;
- Identify 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;
- Participate in the development, installation, maintenance and improvement of automated accounting systems through coordination with information technology staff;
- Provide advice to court departments requesting assistance to address accounting related issues or completing special projects;
- Assist 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;
- Participate and serve on committees and specialized workgroups as directed by the Deputy Court Administrator;
- Operate a variety of office equipment such as photo copiers, desktop computers, facsimile machines and a cash register;
- Complete duties, special assignments and projects as assigned.

#### **Knowledge of:**

- Possess knowledge of generally accepted accounting principles, practices and procedures;
- Possess knowledge of automated accounting systems, financial record keeping and reporting practices;
- Possess knowledge of the principles and techniques used in conducting management studies, system analyses and financial analyses;
- Principles and practices of supervision;
- Practices and procedures of a legal office environment;
- PCCJC personnel policies, rules and systems;
- Federal, State and local laws, rules, regulations, mandates and legal procedures for the area of assignment;
- PCCJC Training methods, programs and procedures.

<b>Skill in:</b>
<ul style="list-style-type: none"> <li>• Coordinating internal activities with other divisions, departments and jurisdictions;</li> <li>• Coordinating the efforts of support staff;</li> <li>• Effective communication both orally and in writing;</li> <li>• Possess strong skills in report and business writing;</li> <li>• Possess strong computer skills using software products for financial and statistical applications;</li> <li>• Assisting the development and administration of training/development programs and changes to operating procedures;</li> <li>• Assessing the impact of new/changed rules, regulations and mandates on activities of assigned areas;</li> <li>• Operating office equipment.</li> </ul>
<b>Special Notice Items:</b>
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.
<b>Physical/Sensory Items:</b>
Typically performs duties in an office environment and may lift material or equipment weighing twenty-five pounds or less.

<b>Job Title:</b>	Financial Services Supervisor		
<b>Revised:</b>	4/06; 7/09		
<b>Approved by:</b>			
	Hiring Authority:		<b>Date:</b>
	Deputy Court Administrator:		
	Human Resources Manager:		