

Pima County Consolidated Justice Court

Job Description

Job Title:	Accounting Supervisor - Courts
Class Code:	5247
Class Title:	Accounting Supervisor
FLSA:	Exempt
Court Status:	Court Classified
Minimum Qualifications:	
A Bachelor's Degree in accounting, finance, or a related field with accounting coursework and four years of professional level accounting experience; OR, any equivalent combination of experience, training and/or education as approved by the Director, Finance and Human Resources.	
Licenses and Certificates:	
Preference is given to applicants with specialized certification or licensure relative to the area of assignment	
Summary:	
Supervises the employees and coordinates all assigned work within the Justice Court Financial Services Unit. The Accounting Supervisor is responsible for performing a broad scope of professional accounting activities requiring the knowledge and application of professional accounting principles and practices. The incumbent is responsible for independently performing a wide range of detailed and complex accounting and advisory functions pertaining to assigned accounts or divisions. The incumbent will ensure daily accounting operations are carried out in accordance with established accounting principles, court-wide directives, policies, and objectives. This is a classified position that reports to the Director, Superior Court Finance and works directly with the Deputy Court Administrator, Justice Court.	
Essential Duties:	
<ul style="list-style-type: none"> Provides leadership in the unit related to organizing work, meeting deadlines, work quality and delivery, on the job training opportunities, and addressing ad-hoc issues as they arise; Supervises staff, evaluates performance, makes hiring decisions, and takes disciplinary action actions up to and including a suspension of fewer than 40 hours; Prepares and develops budgets by creating, preparing, reviewing, and editing budget requests from other court personnel for approval. Develops projections, prepares budgetary forms, justifications, correspondence. Coordinates modifications with other departments and makes recommendations; Manages all financial operations of the PCCJC to include but not limited to: procurement, financial reporting, accounts payable, and accounts receivable; 	

- Manages and ensures timely receipting of Defensive Driving School, Debt Set Off, Bulk Data Subscriber payments;
- Ensures department operations conform with local, state, and federal governmental regulations, Arizona Supreme Court Minimum Accounting Standards and other applicable rules and requirements;
- Prepares the monthly revenue report for the Deputy Court Administrator and the Supreme Court Quarterly Report for the State of Arizona;
- Analyzes statistical data to determine filing trends that impact staffing, budget, and revenue collection;
- Communicates with court managers to ensure consistent use of financial procedures and policies;
- Establishes and maintains the court's database of journals and ledgers of financial transactions, and authorizes the transfers of funds;
- Develops internal procedures for improving the accuracy and quality of accounting internal controls;
- Reviews legislation with the finance director for impact to the court and initiates procedure or policy revisions;
- Acts as a liaison and provides customer service between local and statewide courts, outside agencies, criminal justice system agencies, and the units within the court;
- Responds to complaints and/or inquiries, determines necessary action, directs parties and resolves complex problems;
- Assists in the preparation of grant applications, and final reporting of grant expenditures;
- Ensures the tracking of prepaid expenses for licensing and maintenance expenditures;
- Tracks and reports to Court Administration services agency expenditures such as pro-tems and contract services;
- Provides staff with direction on judicial orders that require clarification concerning bond disbursements and diversion programs;
- Oversees and ensures audit requirements are being met, in addition to implementing changes related to audit findings.

Additional Duties:

- Advises administration and managers on accounting practices to ensure compliance with federal and state regulations and county policies.
- Recommends alternative to administration and managers when accounting data indicates trends and situations requiring action to be taken beyond scope of responsibilities.
- Reviews policies, operating procedures, and participates in the development and implementation of new or revised accounting and reporting procedures.
- Ensures training materials are up to date for staff;
- Exercises oversight of Central Supply to ensure the purchasing of supplies and services is appropriate and within budget;
- Seeks, prepares, and tracks grant proposals;
- Performs additional financial duties, special assignments, and projects as assigned.

Knowledge, Skills, and Abilities:

- Must have knowledge of generally accepted governmental and/or fund accounting principles, practices and procedures including grants.
- Must have knowledge of automated accounting systems, financial record keeping and reporting practices, and budgetary practices.
- Must have knowledge and the skills to analyze, interpret and audit accounting data.
- Must have knowledge of internal financial reporting and statement preparation and internal auditing standards, principles, and practices.
- Must have strong skills in business English, grammar, punctuation, spelling and mathematical aptitude.
- Must have strong computer skills using financial and statistical applications, including Microsoft Excel

- spreadsheets.
- Must have the ability to communicate effectively with a wide variety of coworkers and court management employees.
- Must have the ability to establish and maintain effective work relationships.

Special Notice Items:

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the 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.

A valid AZ driver license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

Physical/Sensory Items:

Typically performs duties in an office environment and may lift material or equipment weighing twenty-five pounds or less.