

CITY OF GLENDALE

TITLE: Court Accounting Supervisor CLASS CODE: 206

REPORTS TO: Court Administrator GRADE: 25

DEPARTMENT: City Court FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Plans, organizes, and supervises the activities and staff in the financial and accounting divisions of the Court. Performs a wide variety of professional accounting and financial work of a technical nature including controlling and processing financial data using the Court's case management system. Exercises frequent independent judgement about assigned duties.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and supervises the activities and staff in one or more functional areas within the accounting division.
2. Maintains general and subsidiary ledgers, and registers and submits special, periodic, and fiscal financial reports.
3. Maintains complete cost accounting and accrual records, and prepares and submits monthly analysis of expenditures and revenues.
4. Coordinates, reviews, and approves journal entries, account reconciliation and respective audit work papers with regard to policies and procedures, budgets and financial operations.
5. Prepares and analyzes difficult and complex financial and administrative reports and makes recommendations regarding the court's finances.
6. Prepares audit work papers and close-out for the fiscal year, and prepares oral or written answers to audit questions for the annual independent audit; and assists independent auditors in locating documentation to support financial records.
7. Reconciles cash from the various funds.
8. Manages the Court's daily cash flow.
9. Maintains accurate records of all transactions.
10. Prepares journal entries.
11. Prepares schedules for bond payments.
12. Prepares special project analysis of other related accounting and administrative work as required.
13. Answers questions from other departments and the general public regarding financial issues.
14. Writes and updates policies and procedures for the financial/accounting division of the Court.
15. Submits reports to the Arizona Supreme Court timely and accurately.
16. Conducts and prepares the annual Minimum Accounting Standards audit. Evaluates and establishes internal financial controls for approval by the presiding Judge; acts as internal financial auditor.
17. Acts as the Court's budget liaison. Prepares the Court's annual operating and capital expenditure budget.

SECONDARY FUNCTIONS:

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Generally accepted accounting principles, practices, and procedures, and their application for governmental proprietary accounting.

Federal, County, State and local laws, codes and regulations applicable to governmental accounting.

Effective management and supervisory practices.

Skill in:

Operation of computers and applicable software.

Ability to:

Effectively plan, organize, and manage financial operations.

Effectively supervise, train, and develop employees.

Analyze and evaluate accounting and auditing problems.

Develop accounting data in preparation of reports and statements.

Work independently.

Establish and maintain effective working relationships with City staff.

Communicate effectively verbally and in writing.

Ability to make mathematical calculations and draw logical conclusions.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or a related field and two years of accounting experience and one year of supervisory experience. CPA preferred. Auditing experience is a plus.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

None.