

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Superior Court

Job Description



Job Title: Accountant, Senior (Probate)
Job Code: 8208
Pay Grade: 55
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

The incumbent is responsible for performing a wide range of detailed and complex accounting and advisory functions pertaining to the monitoring of the financial accounting portions of conservatorships, guardianships, trusts, and decedent estates in probate cases. The incumbent reviews all accountings for probate cases in accordance with the court's guidelines, administrative orders, local rules, state laws and other policies as may be established by the Presiding Probate Judge.

ESSENTIAL FUNCTIONS:

- Monitors the financial management of conservatorships, guardianships, trusts, and decedent estates by analyzing, and compiling financial data to include statistical analyses.
- Ensures the financial statements, forms, and details in each case are in compliance with the orders and directive of the assigned judicial officer.
- Examines accounting source documents and account entries for accuracy and conformance to standard fiduciary accounting principles, court-wide procedural directives and guidelines, and proper authorization and certification.
- Conducts research, compiles and analyzes data using Generally Accepted Accounting Practices (GAAP), Generally Accepted Auditing Standards (GAAS), guidelines for fiduciary accounting, and other analysis techniques.
- Prepares clear, accurate and comprehensive internal audit work sheets, schedules, and reports, including statistical data and supporting documentation used in compiling the annual conservatorships and probate financial reports.
- Generates reports and makes recommendations to the court regarding the financial aspects of guardianships, conservatorships, trusts, and decedent estates.
- Determines methods, procedures, audit schedules, and work papers/forms to be used in audits; participates in developing audit plans and programs.
- Handles confidential and sensitive information with tact and discretion.
- Prioritizes, schedules and organizes work to meet established deadlines.

ADDITIONAL DUTIES/RESPONSIBILITIES:

- Reviews policies and operating procedures, and participates in the development and implementation of new or revised probate accounting and reporting procedures.
- Reviews and updates in-house accounting forms.
- Analyzes financial and written information and makes sound decisions or recommendations.
- Performs other research and investigation assignments as directed.
- Performs other duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of generally accepted governmental and/or fund accounting principles, theories and practices and generally accepted auditing standards.
- Must have knowledge of automated accounting systems, financial record keeping and reporting practices.
- Must have the skills to implement accounting and auditing operating procedures in accordance to established accounting standards, applicable laws, regulations; and accounting guidelines pertaining to the department's annual accounting reports and related required documents and procedures.
- 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 excellent skills in business English, grammar, punctuation, spelling and mathematical aptitude.
- Must have strong computer skills, specifically in the use of financial and statistical applications, including expertise in spreadsheet development using Microsoft Office software.
- Must have the ability to communicate effectively and work well with judicial officers, court staff, non-court related agencies, representatives and the public.
- Must have the ability to establish and maintain effective work relationships.

MINIMUM REQUIREMENTS:

A Bachelor's degree in accounting, finance or a related field with accounting coursework and four years of professional level accounting or auditing experience OR any equivalent combination of experience, training and/or education as approved by Human Resources.

LICENSES AND CERTIFICATES:

The incumbent must have a valid Arizona Driver's License at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified position that reports to the Probate Presiding Judge. The incumbent performs duties with general supervision, and has no supervisory responsibilities. The incumbent will also have a reporting relationship to the Director, Finance, in terms of performing work in accordance to Generally Accepted Accounting Practices (GAAP), Generally Accepted Auditing Standards (GAAS), and any other analysis techniques necessary for the assigned responsibilities. The Presiding Probate Judge and the Director, Finance, will jointly prepare the incumbent's annual performance appraisal.

Date: 04-02-12
Revised:

Approved by: _____
Director, Finance Date _____

Director, Human Resources Date _____

Kent Batty, Superior Court Administrator Date _____