

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Superior and Juvenile Court

Job Description



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

PURPOSE OF CLASSIFICATION:

The Accountant, Senior will be 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 performing a wide range of detailed and complex accounting and advisory functions pertaining to assigned accounts or divisions. The incumbent will assure day-to-day operations are carried out in accordance with established accounting principles, court-wide directives, policies and objectives.

ESSENTIAL FUNCTIONS:

- Participates in and oversees the preparation of various schedules, analysis of data, reports and financial statements, and/or other specialized reporting.
- Develops input to and analyzes reports from an automated accounting system, develops input and provides feedback to finance management employees.
- Compiles, summarizes, and analyzes financial data, and performs statistical analyses.
- Accounts for the processing of grant funds, contracts, special project billings, and monitors expenditures for compliance with funding agreements and operating budgets.
- Coordinates grant funded accounts administration with division and program management.
- Develops specialized financial reports and projections for division directors and managers.
- Reviews processed invoices and authorizes invoices for payment.
- Prepares journal entries, maintains ledgers, prepares detailed cost accounting information, researches and analyzes account status, and prepares account reconciliations.
- Provides leadership in the finance division in regards to meeting deadlines, work quality and delivery, on the job training opportunities, and addressing ad-hoc issues as they arise.
- Provides training and evaluation input for the accounting specialist and support personnel.
- Develops internal procedures for improving the accuracy and quality of accounting internal controls.
- Maintains internal audit documentation and prepares reports reflecting findings and recommendations.
- Performs procedural maintenance on the automated accounting system.
- Collects, processes, analyzes and balances financial and statistical data for various court funds.
- Reviews and analyzes expenditures and prepares budget projections for accounts monthly.
- Examines accounting source documents and account entries for conformance to standard accounting principles, court-wide procedural directives and guidelines.
- Prepares statements, reports, and invoices for submission to federal, state and other agencies.
- Summarizes, reconciles, and cross-references accounting records maintained for funding agencies.
- Prepares monthly financial operating reports and financial statements.

- Prepares internal audit work sheets, schedules, reports, statistical data and supporting documentation used in compiling the annual report of the court.
- Participates in internal audits by answering auditor's questions on accounting data, departmental accounting policies, operations and procedures.
- Assists with the preparation of annual county, state and grant budgets by evaluating the prior year's budget, identifying changes and the justifications for the changes.

Additional Responsibilities/Duties

- Advises directors and managers on accounting practices with respect to compliance with federal and state regulations and county policies.
- Recommends alternatives to directors and managers when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities.
- Responds to management's request for financial data and/or information.
- Reviews policies, operating procedures, and participates in the development and implementation of new or revised accounting and reporting procedures.
- Performs additional financial duties 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.

MINIMUM REQUIREMENTS:

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:

Must have a valid Arizona Driver's License on the date 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 a classified position that reports to the Manager, Financial Operations. This position performs duties under general supervision and may provide work direction to other finance division employees, such as accountant and accounting specialists

Date: 03-08-07
Revised: 03/19/98; 08/04/99; 11/29/00; 01/26/04, 08/15/06, 10/03/97; 04/10/07; 4/10/09
07/31/12

Approved by: _____
Hiring Authority Date

Director, Human Resources Date