

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Superior and Juvenile Court

Job Description

Job Title: Accountant
Job Code: 8206
Pay Grade: 49
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The accountant will be responsible for performing a broad scope of professional accounting activities requiring experience, professional knowledge and application of accounting principles and practices. The incumbent will perform a wide range of detailed/complex accounting and advisory functions pertaining to assigned accounts or departments. 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:

- Compiles, summarizes, and analyzes financial data concerning accounting transactions, expenditures, and accounts receivable; performs basic statistical analyses to determine trends, estimates and deviations.
- Accounts for the processing of grant funds, contracts, special project billings, and monitors operating budgets.
- Prepares 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.
- Assist with the procedural maintenance on the automated accounting system-
- Collects, processes, analyzes and balances 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.
- Examines 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.
- Prepares 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.
- Prepares reports and statements such as detailed cost and financial analysis, year-end working trial balances, forecasts and projections reflecting interrelationships of data for standard and specialized financial activities; prepares or assists in preparation of special accounting studies.
- Prepares internal audit work sheets, schedules, reports, statistical data and all supporting documentation to be used in compiling the annual report of the court.

Additional Responsibilities/Duties

- Advises management on accounting procedures with respect to compliance with federal and state regulations.

- Recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities.
- Provides limited advice to court departments requesting assistance to address accounting related issues or completing special projects.
- Assists with monitoring the court's annual budget and maintaining internal controls processing accounting data between Finance and other court divisions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of generally accepted accounting principles, practices and procedures.
- Must have knowledge of automated accounting systems, financial record keeping and reporting practices.
- Must have strong computer skills using software products for financial and statistical applications.
- 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 related field, and two years of professional level accounting experience; OR, any equivalent combination of experience, training and/or education approved by the Director, Finance and Human Resources.

LICENSES AND CERTIFICATES:

A valid Arizona Driver's License is required at the 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 a classified position that reports to the Manager, Financial Operations at Superior Court or the Deputy Director, Finance at Juvenile Court. This position performs duties under general direction and may provide work direction to accounting specialists and assistants.

Date: 10/3/97

Revised: 03/19/98; 08/04/99; 11/29/00; 01/26/04; 04/10/07