ARIZONA SUPERIOR COURT IN PIMA COUNTY

Superior and Juvenile Court Job Description

Job Title: Accounting Assistant
Job Code: 8214
Pay Grade: 31
FLSA Status: Non-exempt

PURPOSE OF CLASSIFICATION:
Performs administrative and clerical support duties in the Financial Services Division of Superior or Juvenile Court. Responsible for the preparation of source documents for input into the computerized financial system, payroll data entry and storage of financial files.

ESSENTIAL FUNCTIONS:

- Prepares and copies purchase requisitions and claims, accounts receivable deposit permits, and cost transfer documents.
- Reviews and verifies mathematical calculations on invoices for accuracy, and reviews requests for travel and mileage reimbursement. Prepares and copies account receivable claim forms and related documentation.
- Verifies the accuracy of travel claim forms prior to submission to the Pima County Finance Department for reimbursement. Processes approved requests for travel advances by departmental staff.
- Reviews payroll documentation for accuracy and posts payroll to an electronic financial system.
- Reviews invoices for payment against the terms of established contractual guidelines and determine whether invoices can be processed.
- Codes and posts source documents, such as invoices, purchase requisitions, cost transfers, and deposits, to the general ledger. Assists Financial Services Division staff in the monthly reconciliation of the general ledger to the Pima County financial system. Researches discrepancies and corrects errors within established guidelines.
- Maintains Financial Services Division central files and assists in the ordering of supplies; receives, and verifies deliveries from vendors.
- Responds to questions from vendors and department personnel concerning the payment of invoices.
- Performs as primary clerical support for the Finance department.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- May provide backup coverage to the Court Administration reception area, when necessary.
- May perform other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of general accounting principles and a working knowledge of automated accounting systems.
- Must have strong skills in data entry, strong mathematical aptitude and problem-solving skills.
- Must have knowledge of desktop computers and Microsoft office software such as Outlook, Word, and Excel spreadsheets.
- Must have the ability to perform accounts payable duties.
- Must have the ability to communicate effectively with coworkers, and court staff.

MINIMUM REQUIREMENTS:

A High school diploma or equivalent G.E.D. certificate and two years financially related administrative and clerical experience; OR Associates Degree in Accounting, Finance, or Business Administration or a related field, OR any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

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

DISTINQUISHING CHARACTERISTICS:

This is a classified position reporting to the Financial Operations Supervisor. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 11/23/01
Revised: 09/29/03