

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Director, Finance
Job Code: 8200
Pay Grade: 77
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Directs and oversees operations related to all financial matters, including budget preparation and submission, financial planning, forecasting and analysis, financial reporting, accounts receivable and payable. Develops and initiates policies and procedures for transacting financial matters.

ESSENTIAL FUNCTIONS:

- Manages and directs the Finance Services Division, which is responsible for all accounting, purchasing and financial support services for the Superior Court.
- Leads the planning and preparation of annual state and county budgets, which includes the interpretation of state and county guidelines and fiscal planning with court management to develop division/department budgets to achieve court goals and objectives.
- Has principal responsibility for recommending mid and long-range fiscal plans, goals and objectives to court administration.
- Directs the design, development, and implementation of financial management systems for the effective and efficient operation of financial systems.
- Establishes funds and cost centers for proper reporting and accounting control and delivers timely, high quality reports and financial information to court administration, division directors and managers.
- Ensures that finance policies, procedures, and practices adhere to Arizona Supreme Court Minimum Accounting Standards, generally accepted accounting principles and Pima County financial policies and guidelines. Provides technical financial information and support to other courts within Pima County as requested.
- Develops alternative financial strategies for the court in circumstances of reduced or ex-appropriated funding. Identifies cost recovery opportunities for the services provided by court employees.
- Conducts operational reviews and internal audits to verify costs, expenditures, and operations consistent with financial plans and forecasts. Generates reports and makes presentations to court administration and the presiding judge regarding financial status, issues, and recommendations.
- Develops and delivers training on a variety of budget and financial topics to members of court management enabling them to better meet their operational goals and fiscal responsibilities.
- Assists department directors with short and long-range fiscal plans, goals, and objectives.
- Coordinates the recruitment, selection, and training of employees in the finance department, establishes performance standards and conducts performance evaluations.
- Directs and oversees the policies, procedures, and practices for the acquisition of goods and services for divisions and departments.
- Oversees the preparation of periodic and specialized internal, county, and state financial reporting.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Serves as a member of the Superior Court Administrative Leadership Team.
- Provides technical assistance to other courts agencies within Pima County as requested.
- Coordinates special financial analysis, and/or reports as requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles, practices, laws and methods of government accounting, auditing, and financial administration, including budgeting, fund balance accounting, financial planning and reporting.
- Must have knowledge of data processing applications related to financial forecasting, budget planning, and maintenance of accounting records.
- Must have skills to interpret and apply appropriate policies and laws, prepare financial statements, reports and analysis.
- Must have strong deductive reasoning skills to define problems, collect data, establish facts, draw valid conclusions, and take action.
- Must have strong performance management, presentation, and organization skills to participate in the strategic planning of financial goals, to support the goals of other divisions, and to direct the functions of the finance staff.
- Must have the ability to select, train and evaluate professional and administrative staff.
- Must have the ability to communicate effectively with a diverse range of employees, agencies, auditors, and Pima County Administration and Finance.

MINIMUM REQUIREMENTS:

A Bachelor's degree with a major in finance, accounting, public administration, or a related field with a concentration in finance or accounting and eight years of progressively responsible professional experience in a public sector setting involving accounting, financial planning, and budgetary work experience. Work experience must include a minimum of three years of managerial and/or supervisory experience.

LICENSES AND CERTIFICATES:

Must have a valid Arizona driver's license 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 an unclassified position that reports to the Superior Court Administrator. The incumbent performs under limited supervision and has supervisory responsibilities for the Finance Division staff of professional and administrative support employees.

Date: 01/22/04
Revised: 03/01/05; 01/04/06