

# ARIZONA SUPERIOR COURT IN PIMA COUNTY



## Job Description

**Job Title:** Manager, Financial Operations  
**Job Code:** 8203  
**Pay Grade:** 67  
**FLSA Status:** Exempt

### **STATEMENT OF PURPOSE:**

This position will be responsible for assisting the Finance Director in directing and overseeing the Finance Division for Superior Court. The incumbent is responsible for operational management and supervises a staff responsible for accounting, budgeting, fiscal reporting, cash management, and payroll activities. The incumbent will work cooperatively with the Deputy Director, Finance during the absence of the Finance Director, and may occasionally act as the Finance Director during the absence of the Finance Director and Finance Deputy Director.

### **ESSENTIAL FUNCTIONS:**

- Assists the Director, Finance to plan, organize and coordinate activities and services in the day-to-day financial, payroll and procurement operations of the finance division.
- Directs, supervises, and evaluates the work of professional accounting, administrative, and payroll employees.
- Participates in the direction and supervision of procurement staff and activities at Superior Court.
- Coordinates with division directors the development and preparation of division and program budgets, assists with state and county budget submissions and grant applications, and monitors the court's budget activity during the fiscal year.
- Recommends, develops, implements and maintains internal accounting, payroll and procurement controls.
- Supervises the technical training provided to staff to operate Synergen, FMS, FPS, GL, Payroll, and Time and Attendance systems.
- Oversees the preparation of internal and external financial and statistical reports.
- Ensures compliance with local, state, and federal funding requirements.
- Periodically, reviews the compliance of procurement activities to judicial procurement guidelines.
- Monitors computer and data management systems, recommends and assists in the development of new financial, time and attendance, payroll, and procurement management systems.
- Directs and participates in management studies and reports on complex financial analysis, including organizational and administrative policies.
- Participates in the recruitment, selection, training, goal-setting, and performance evaluation of division employees, to include finance, payroll and procurement employees.
- Participates in the development of division policies and procedures and participates with their implementation as directed.
- Performs research on a variety of financial, payroll, and procurement topics; and participates in problem solving and decision-making within scope of authority.
- Serves as liaison with county, state, and federal funding source representatives.
- Provides continuous effort to improve division operations, which includes a decrease in turnaround times, streamline work processes, and quality customer service.

**ADDITIONAL RESPONSIBILITIES/DUTIES:**

- Represents the Finance Division and/or Superior Court on various topics in meetings, seminars, boards and committees.
- May provide financial and/or accounting support to Juvenile Court as needed.
- Performs related projects and duties as necessary or as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of generally accepted governmental and/or fund accounting principles, practices and procedures including grants analysis.
- Must have the knowledge, skills and abilities to prepare budgets, assists other management employees with budget preparation and monitor budgets throughout the fiscal year.
- Must have knowledge of computerized accounting systems, budgetary and general accounting principles.
- Must have skills in performing detailed and complex numerical computations and reports.
- Must have knowledge of management and administrative principles and practices, including goal setting, performance management, project management, planning and delivering support services.
- Must have knowledge of court organization and structure, operations, rules and procedures.
- Must have the knowledge of the supervision and performance management of employees, strong skills in customer service, and the ability to research and problem solve people and technical related work issues.
- Must have the ability to communicate and interface effectively with a variety of customers internal and external to Superior Court.
- Must have the ability to write reports of confidential nature and present information effectively.
- Must have knowledge of the judicial procurement guidelines to ensure compliance and authorize payments.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university with a major in accounting, finance, business, public administration or a closely related field, and five years of progressively responsible professional accounting experience, including one year of supervisory experience. Or, any equivalent combination of experience, training and/or education approved by the Finance Director and Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL/SENSORY REQUIREMENTS:**

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 Director, Finance. The incumbent performs under limited supervision and supervises a staff of exempt and non-exempt employees.

Date: 08/07/07  
Revised: