

Fiscal Services Supervisor

DEFINITION:

Under executive direction, plans, organizes, and supervises the work of fiscal staff. To plan, coordinate, and perform professional level budget analysis, development and monitoring and diversified fiscal operations.

EMPLOYMENT AT WILL:

The Fiscal Services Supervisor classification is established as an "at will" position and, as such, the incumbent serves at the pleasure of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in the position of Supervising Human Resources Analyst at any time, with or without advance notice, and with or without cause.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level of the clerical, technical and professional fiscal functions of the court. Incumbents in this class have full supervisory authority for the subordinate staff and perform a variety of more complex and/or specialized duties.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and directs the work of subordinate employees engaged in the fiscal operations and functions of the court including budgets, financial ledgers, payroll, fixed assets systems, grant programs, audits, and contracts.
- Performs supervisory duties, including hiring, training and cross-training staff, assigning work, conducting performance evaluations, participating in disciplinary actions and resolving employee grievances.
- Personally performs the more complex work involved in analyzing, developing and monitoring budgets and preparing detailed financial reports in conformance with Court, AOC, State, Federal, and other reporting requirements.
- Monitors expenditures, staffing and operations; reconciles expenditures and revenues to budget; identifies concerns and recommends corrective action.
- Coordinates activities including development of procedures, yearend closing and preparation of financial statements.
- Establishes standards and work procedures for the assigned work unit.
- Analyzes and interprets current, pending and approved legislation and regulatory changes to determine the effect on court fiscal operations, programs and budgets; reviews financial data on an on-going basis to ensure conformity with established guidelines.
- Serves as the expert financial program resource; provides training and technical assistance to court staff.
- Assists with preparation and presentation of budgets including sensitive information that may be used in employee relations and labor negotiations.
- Attend training as offered and/or directed. Travel to off-site courts, as needed.
- Performs related duties as required.

QUALIFICATIONS:

Proficient Knowledge of:

Principles, practices and procedures of governmental, fund, cost and general accounting, automated financial record keeping, budget development and administration, auditing and reconciling financial documents and records, grant and trust fund administration, revenue disbursement, principles and practices of supervision, analytical processes, computer applications related to accounting, budgeting and fiscal reporting, applicable federal, state and local laws, regulations and reporting requirements, and basic court terminology.

Ability to:

Develop, implement and administer multiple accounting control systems, fund disbursement and fiscal reporting systems, develop monitor and control multiple functional and/or program budgets, conduct difficult and complex analysis of fiscal reports, cash flow, and accounting systems, interpret, apply and explain complex laws, codes, regulations, policies and procedures, communicate effectively, both orally and in writing, supervise, train and evaluate staff, meet critical deadlines, establish effective working relationships with executives, judicial officers, managers, subordinates, members of the public, other agency staff, work with minimal direction and conduct and facilitate meetings.

Judgment and Responsibility

Incumbents work under executive direction to perform duties based on organizational directives to achieve the overall objectives of the unit. Incumbents may have considerable responsibility for communicating with management to resolve specialized technical matters and to get direction regarding needed actions. Erroneous decisions or failure to achieve objectives may result in serious delays and/or considerable expenditure of resources.

Education and Experience:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

- Education equivalent to graduation from an accredited college or university with a Bachelor's degree with major coursework in finance, business or public administration or closely related area; **and**
- Work experience of four or more years of professional financial analysis experience in a public agency setting, including one year in a lead or advanced role.

Additional qualifying experience may substitute for education on a year-for-year basis.

License or Certificate

Possession of a valid driver's license at time of appointment. *This requirement will be reviewed on a position basis in accordance with ADA regulations.*

Physical requirements

Ability to sit or stand for extended periods of time; walk or otherwise move within the court facilities; ascend and descend stairs while carrying files, documents, supplies, or equipment; normal manual dexterity and eye-hand coordination; use hands to finger, handle, or feel objects; to reach with hands and arms; vision sufficient to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from the floor to the waist, and/or

from the waist to an overhead position; ability to speak clearly on the telephone and before groups; ability to stoop, kneel, squat, and crouch to pick up or move objects, office equipment and records.

Miscellaneous Requirements:

Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ)

Working Conditions:

Work is performed in an office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Classification Status	SU
Representation Unit	None
FLSA	Exempt
Established	08/10/13
Revised	
Previous Title	

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and description of the classification.

Signature: _____ Date: _____