

FINANCIAL OPERATIONS SUPERVISOR – CIRCUIT COURT

GENERAL STATEMENT OF DUTIES: Plans and supervises the reimbursement office and other financial operations of the court, train staff, works under the supervision of the court financial director, performs related duties as required. Duties also include supervision of staff assigned to accounts payable and accounts receivable.

STATEMENT OF TASKS:

Supervise assigned personnel, establish work schedules, distribute work, keep time and leave records and evaluate the performance of employees including recommendations for discipline.

Plan, establish and maintain office methods and procedures.

Train new employees.

Ensure that all payments are appropriately handled.

Serve the public as necessary and assists staff with difficult problems and situations.

Assist in the preparation of budgets.

Compile statistical reports as required.

Submit requests for reimbursement from the State of Michigan for foster care costs.

Audit other accounts related to the out of home cost of care for juveniles.

Approve payment of court appointed counsel and other vendor requests in the county financial software.

Submit outstanding receivable reports as required by SCAO.

Evaluate and institute practices to enhance the collection of court ordered payables.

Utilize computers and a variety of software programs to perform functions of the job.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office management practices;

Knowledge of accepted financial court policies and procedures;

Knowledge of computer applications, including financial and accounting programs;

Knowledge of legal terminology;

Ability to supervise and motivate employees;

Ability to plan and develop new office procedures;

Ability to establish and maintain good working relationships;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or Business Administration **-AND-** two (2) years of accounting experience;

-OR-

Twenty-one (21) semester hours of college level accounting courses **-AND-** four (4) years of accounting experience **-AND-** One (1) year of experience in court or other legal setting related to supervision of financial operation.



Human Resources Director

Established: June 4, 2012
Revised: June 30, 2015
Revised: May 13, 2020