

COURT ACCOUNTING SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs responsible and professional financial and accounting tasks for the Court; maintains, reviews, analyzes fiscal accounts, records and systems; works under supervision of the Court Administrator; supervision is exercised over staff assigned; performs related duties as required.

STATEMENT OF TASKS:

Supervises the keeping of general, subsidiary, appropriation, revenue and other ledgers and supporting accounting controls;
Supervises staff as assigned;
Prepares detailed financial statements in accordance with prescribed standards;
Consults with federal, state and local accountants, auditors, township officials, etc., on proper accounting procedures;
Oversees the installation and modification of systematic, accurate and efficient professional accounting standards and program needs;
Prepares a variety of regular and special accounting and budget reports;
Classifies accounts, prepares financial statements and analyzes and reports on the efficiency of various operations.

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:

Thorough knowledge of financial procedures with the ability to evaluate and introduce new and/or updated methods;
Knowledge of governmental accounting practices and procedures;
Knowledge of computers and related software;
Ability to institute and develop efficient office procedures taking into consideration accounting processes;
Ability to evaluate financial reports and make recommendations;
Ability to supervise professional and/or clerical employees;
Ability to communicate effectively both orally and in writing;
Ability to maintain good working relationships with all levels of governmental employees and the public;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or Business Administration with twenty-one (21) semester hours in Accounting and two (2) years of accounting experience;

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Twenty-one (21) semester hours of college level Accounting courses and four (4) years of accounting experience.

Established: May 20, 2003


Steven B. Stratton
Human Resources Director