

FINANCIAL AND TECHNICAL SUPERVISOR – FRIEND OF THE COURT

GENERAL STATEMENT OF DUTIES: Performs professional accounting, financial, and technical tasks for the Genesee County Friend of the Court; supervises staff; maintains, reviews, analyzes and verifies accounts, records and systems used by the Friend of the Court; works under the supervision of the Administrative Assistant and the Deputy Friend of the Court; performs related duties as required.

STATEMENT OF TASKS:

Coordinates the implementation of the On-Base Document Management System for the Friend of the Court.

Coordinates the implementation of the Advantage 360 or any other financial management systems for the Friend of the Court

Supervises technical, professional, and clerical staff as required.

Establishes and updates procedures and policies relative to bank reconciliation, cash receipting, proper use of technology and any other financial or technical matters.

Establishes training for all staff members relative to financial and technical matters.

Advises the Friend of the Court on financial regulations and compliance measures.

Assists in the completion of required financial reports.

Prepares and/or verifies bank deposits.

Assists auditors in reviewing accounts.

Assists in the preparation of financial budgets; including the annual Friend of the Court County budget and Cooperative Reimbursement Contract (CRP).

Acts as liaison with all financial institutions.

Acts as liaison with IT regarding all technical and financial matters of the Friend of the Court.

Acts as a liaison with representatives of the County and State regarding all financial matters of the Friend of the Court.

Performs tasks and reports as required.

The class specification 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:

Professional knowledge of accounting principals with the ability to evaluate and introduce new and/or updated financial methods/procedures.

Knowledge and ability necessary to make electronic fund transfer.

Knowledge of governmental cost accounting practices and procedures.

Knowledge of computer financial applications.

Knowledge of computer software and hardware for the effective operation of a government department.

Ability to evaluate financial reports and make appropriate recommendations.

Ability to prepare complete and accurate accounting reports as required.

Ability to perform detailed accounting work involving written and numerical data.
Ability to supervise clerical, technical, and professional staff.
Ability to communicate effectively.
Ability to prepare written materials and educate all staff members.
Ability to maintain good interpersonal relationships with clients and staff.

MINIMUM QUALIFICATIONS:

Bachelor of Business Administration with a major in Accounting

OR

A Bachelor of Business Administration with a major other than accounting and 2 years experience as a financial supervisor within a Friend of the Court office or similar financial setting.



Human Resources Director

Established: October 10, 2017