

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

ACCOUNTING MANAGER

CLASS CODE: 99-41-07

POSITION PURPOSE

Serves as a lead worker for the budgetary and clerks accounting systems of the Unified Judicial System (UJS) by directing and monitoring the accounting functions, implementing new procedures, training personnel, and providing financial information to meet the needs of the UJS.

DISTINGUISHING FEATURE

This position is distinguished by serving as a lead worker under the Director of Budget and Finance for the UJS and is responsible for the accounting system and procedures used by the courts and serving as a lead worker for all staff in the division in regard to accounting functions, implementation of new procedures, and training new personnel.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Serves as lead worker for Budget and Finance staff to ensure that the goals and objectives of the office are met.
 - a. Interviews and recommends the selection of staff.
 - b. Provides work direction and training.
 - c. Provides input into performance reviews.

2. Oversees staff responsible for supervising the clerks of court accounting system and provides work direction in the accounting functions to ensure compliance with generally accepted accounting principles and accounting policies to ensure that data is relevant to management's objectives.
 - a. Provides technical expertise to clerks of court, I/T staff, and others.
 - b. Recommends revisions to accounting procedures as necessary to ensure they are consistent with professional accounting standards and management goals and objectives.
 - c. Maintains an accounting manual and makes revisions as necessary and revises accounting forms as necessary.
 - d. Acts as liaison with Legislative Audit, Executive Branch offices, and others relative to clerks of court accounting issues and audits.
 - e. Researches policy issues relating to financial aspects of the clerks of court and recommends policy and/or procedure changes to resolve issues and increase functionality and productivity.
 - f. Provides backup to staff in communication with clerks and other staff concerning accounting issues.
 - i. Answers procedural questions.

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- ii. Guides clerks through steps of the system to accomplish their financial tasks.
 - iii. Helps clerks find answers to complex issues where no clear solutions are discernible or no established procedures exist.
 - iv. Determines correct procedures for clerks to use in specific situations and knows what the effect will be to other parts of the accounting system.
 - v. Reviews and reconciles clerks' monthly accounting reports and makes necessary adjustments.
3. Develops and maintains accounting procedures by reviewing and recommending revisions as necessary.
- a. Establishes accounting controls for such internal procedures as daily logging of expenditures, receipts, requisitions, journal vouchers, and carryovers.
 - b. Acts as the liaison between the UJS and the Bureau of Finance and Management regarding the establishment of internal control documents and standards.
 - c. Provides information and training to circuit offices in regard to accounting procedures.
4. Manages the accounting activity to maintain financial records and ensures compliance with UJS, state, and federal guidelines.
- a. Monitors, reviews, and reconciles all monthly expenditures of appropriated funds.
 - b. Prepares all additions, deletions or changes of funds as related to the budgetary accounting system.
 - c. Monitors and adjusts personal services portion of the operating budget.
 - d. Monitors all continuous and noncontinuous advance travel moneys.
 - e. Prepares journal vouchers for expenditure corrections, revenue corrections and budget transfers.
 - f. Performs grants management functions for federal grants, including monitoring expenses and grant balances, performing revenue draws and preparing financial reports.
 - g. Reviews all transactions to be reported as taxable income on W-2 or 1099 statements to ensure proper reporting.
 - h. Performs capital asset verifications, reconciliation and tracking of assets according to appropriate accounting standards.
5. Acts as the liaison for financial information between field staff and the Information and Technology (I/T) department to ensure computer programs are developed to fulfill the financial processes.
- a. Audits existing programs to verify efficiency of operations and integrity of outcome measures.
 - b. Submits requests to and assists I/T staff to get computer programs operating according to the financial needs.
 - c. Analyzes reports and works with I/T staff to ensure systems are programmed and working as needed.
 - d. Participates in development and configuration of new systems and subsequent training of staff; and will continue participation through ongoing system maintenance.
 - e. Reviews all computer program issues or requested procedural or programming changes and provides input, answers, and final approval.
 - f. Prepares RMPs for computer change requests and presents them for approval.
 - g. Develops and presents trainings regarding financial processes.

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6. Reviews annual financial statements and accrual documents prepared by the Senior Accountant for the UJS.
7. Reviews judicial-related statutes and monitors bills during the legislative session relative to clerks of court accounting procedures.
 - a. Advises legal staff and supervisor of the effect of particular bills.
 - b. Coordinates with I/T staff, legal staff, and others for implementation of new laws and procedural changes which affect accounting procedures and systems.
8. Participates in workgroups and/or advisory groups to gather and share financial information and ensure fiscal operations are maintained and followed within generally accepted accounting procedures.
9. Performs other work as assigned.

SUPERVISORY FUNCTIONS

The incumbent serves as a lead worker for two accounting specialist positions, a Clerk Accounting/Auditor position, and a Senior Accountant position. The position also has input on the hiring, firing, and performance appraisals of these positions. The accounting manager assists in training and duty assignment of the accounting positions.

ESSENTIAL FUNCTIONS REQUIRE

Physical requirements of a normal working day including sitting, standing, lifting, and driving; attendance in accordance with rules and policies; occasional in-state and out-of-state travel for meetings and trainings; and proficiency in the use of office equipment such as computers, telephones, copiers, etc. As the lead worker for the financial and clerk accounting system and operations used by UJS, the incumbent must know and apply generally accepted accounting principles and accounting practices, establish standards of operation within those guidelines, and ensure others know and are following guidelines applicable to their positions.

PROBLEMS AND CHALLENGES

Challenged to keep procedural guidelines uniform and adequately meet the needs of the court system while following the principles of generally accepted accounting practices. The development and implementation of new accounting and information systems can be difficult; as the incumbent must make sure, the new system works correctly and provides the correct and relevant data. The challenge of training new employees to work with the existing system is rewarded when a new employee catches on quickly and absorbs the knowledge. It can also be challenging to interpret state and federal accounting guidelines.

Problems encountered by the incumbent include dealing with vendors, figuring out where people went wrong when financial and accounting problems are encountered, working with a field office that is having financial problems and revising financial transactions that are handled differently than generally accepted accounting practices.

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DECISION-MAKING AUTHORITY

Decisions made by the incumbent include recommending and preparing budgetary accounting changes as they arise or are needed.

Decisions referred including changing appropriation levels for any reason, transferring appropriations not related to corrections or normal maintenance, recommending changing statutes that affect the accounting or financial reporting requirements and performing document transfers that could affect program level appropriations.

CONTACT WITH OTHERS and PURPOSE

Daily contact with the Bureau of Finance and Management for the exchange of information concerning accounting and financial matters; and I/T programmers and contractors to provide input into the development and implementation of the accounting system. Occasional contact with state agencies takes place for information exchange and to provide advice on financial or accounting problems. Circuit court administrators are conferred with weekly to discuss and/or assist with accounting and budget issues. The incumbent has monthly contact with the Department of Legislative Audit to answer inquiries and to provide information regarding the annual audit of the UJS.

WORKING CONDITIONS

The incumbent works in a typical office environment. Occasional in-state and out-of-state travel is required to attend meetings, provide training regarding financial operations, and provide assistance throughout the UJS.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- generally accepted accounting principles and accounting practices;
- the mechanics of an accounting system;
- the state on-line accounting system;
- state accounting procedures and policies;
- governmental accounting;
- state budget procedures.

Skill in:

- organization;
- critical thinking;
- leadership.

Ability to:

- analyze situations, research needs, and find resolutions;
- communicate effectively, both orally and in writing;
- recognize changes that an accounting or fiscal system needs;

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- explain complex accounting procedures to individuals with varying levels of accounting knowledge;
- analyze accounting systems and recommend needed controls;
- prepare accurate, comprehensive, and timely reports.

Education:

Graduation from a college or university with a bachelor's degree in business administration, accounting, or a related field.

Experience:

Four (4) years of accounting experience; or an equivalent combination of related education and experience.