

UNIFIED JUDICIAL SYSTEM POSITION DESCRIPTION

CLERK FINANCIAL COORDINATOR

CLASS CODE: 99-41-07

POSITION PURPOSE

Serves as the primary contact for the 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 under the Director of Clerk Support for the UJS and is responsible for the accounting system and procedures used by the circuits as well as the a 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. Monitors the clerks of court accounting system and provides assistance 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 a clerk financial manual and makes revisions as necessary
 - d. 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.
 - e. Provides backup to staff in communication with clerks and other staff concerning accounting issues.
 - i. Answers procedural questions.
 - 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.
2. Develops and delivers training on financial processes, procedures, systems, and related requirements to promote consistent practices, strengthen employee understanding, reduce processing errors, and support compliance with established policies and procedures.

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- a. Identifies financial processes and topics where training, clarification, or additional guidance is needed.
 - b. Develops and maintains training materials, presentations, job aids, procedural guides, and other instructional resources.
 - c. Presents financial process training to employees, supervisors, and other applicable stakeholders.
 - d. Explains financial policies, procedures, system requirements, roles, responsibilities, and internal controls in a clear and practical manner.
 - e. Provides examples and demonstrations to help staff correctly complete financial transactions and related documentation.
 - f. Coordinates training sessions in response to new or revised financial processes, policies, systems, or requirements.
 - g. Updates training materials to reflect changes in procedures, systems, and practices.
 - h. Responds to questions and provides follow-up guidance or clarification regarding financial processes.
 - i. Identifies recurring questions, errors, or areas of confusion and incorporates those issues into future training and educational materials.
 - j. Evaluates the effectiveness of training and recommends improvements to strengthen understanding, consistency, and compliance.
 - k. Serves as a financial process resource by providing ongoing education and guidance to staff as needed.
3. 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. Evaluates 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.
4. 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.
5. 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.
6. Performs other work as assigned.

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SUPERVISORY FUNCTIONS

The incumbent serves as a lead worker for a Clerk Accounting/Auditor position.

ESSENTIAL FUNCTIONS REQUIRE

Physical requirements of a normal working day including sitting, standing, lifting, and driving; attendance in accordance with rules and policies; quarterly and annual 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. Working knowledge of the clerk case management system, Enterprise Justice, is preferred.

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.

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.

DECISION-MAKING AUTHORITY

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

Decisions referred including changing statewide clerk financial procedures and processes.

CONTACT WITH OTHERS AND PURPOSE

Daily contact with clerks of court to assist with financial questions regarding procedures and processes 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.

WORKING CONDITIONS

The incumbent works in a typical office environment. At least quarterly and annual in-state travel and occasional out-of-state travel is required to attend meetings and trainings.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills, and Abilities:

Knowledge of:

- UJS case management system data and financial entry – Enterprise Justice;
- the mechanics of an accounting/financial system.

Skill in:

- organization;
- critical thinking;
- problem-solving.

Ability to:

- analyze situations, research needs, and find resolutions;
- communicate effectively, both orally and in writing;
- 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:

Two (2) years of clerk or accounting experience; or an equivalent combination of related education and experience.