



COURT FISCAL MANAGER

Department: Superior Court
Job Class #: 236700
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

The Court Fiscal Manager is responsible for overseeing the operational budget and other financial aspects of the court. The position is responsible for developing the court annual budget and administering the adopted budget. The position requires a thorough understanding of federal and state grant rules and regulations as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rules and regulations. The position is responsible for updating and maintenance of the courts various cost allocation plans, supervision of Accounts Payable and Receivables, personnel and overall fiscal compliance for the court. This position performs highly technical budgeting and accounting work and supervision of personnel and fiscal processes. Work is performed under the general direction of the Court Administrator; however, incumbents are expected to exercise independent judgment and make decisions within the department's established policies and legal requirements.

ESSENTIAL FUNCTIONS

- Plan, direct, supervise, and coordinate activities of the Fiscal/ Administrative Division of Court Services.
- Plan and administer the department budget; exercise proper financial control over budgetary expenditures as well as responsibility for appropriateness of expenditures.
- Administer grant management activities including monitoring of grants and ensuring compliance with grant requirements.
- Coordinate cost allocation development in accordance with federal and state rules.
- Supervise all business functions of the court including accounts payable, accounts receivable, cash handling, purchasing, and audits.
- Prepare annual budget for the Court Administrator's and Court Executive Committee's approval, and submission to County Executive and County Council.
- Assist the Court Administrator with presenting the budget before the Court Executive Committee, Budget and Finance Department and the County Council.
- Supervise data collection for the preparation of financial reports on departmental activities.
- Monitor revenues for timeliness, accuracy and appropriateness.
- Control expenditures in accordance with budget allocations.
- Review proposed expenditures to determine compliance with allocated budget expenditures and recommends approval or disapproval of expenditures while keeping department head informed.
- Assist in the development of request for proposals and provides budget support.
- Oversee the administrative and clerical functions of the Court.
- Analyze and recommend efficient operating procedures.
- Develop and implement operating policies and procedures consistent with established parameters and guidelines.
- Develop and maintain records and reporting systems per county, state, and federal guidelines
- Participate in the development and implementation of the organizational goals, objectives, policies, and procedures.

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- Maintain effective communication with county departments and court staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Evaluate the need for employee temporary hires and outside consultants, including preparation, review, and evaluation of performance.
- May coordinate payroll processing ensuring compliance and compatibility with County code, budget authorization, and payroll system; prepare procedural documentation and training for payroll processing.
- Maintain regular, predictable and punctual attendance.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- When required work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS

- Perform other related duties as assigned.
- May be a member of the Court Administration Management Team

SUPERVISION RECEIVED AND EXERCISED: The Juvenile Court Fiscal Manager reports to the Juvenile Court Administrator. Work is performed with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Court Administrator for thoroughness, timeliness and compliance with regulations, policies and procedures. This position has full supervisory responsibility for assigned staff.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Court Fiscal Manager typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, occasionally attendance at meetings or completion of work outside of normal scheduled hours is required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Method and techniques of budget preparation and execution.

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- Accounting principles, theories, concepts and terms
- Principles of public administration.
- System and information management.
- Contract oversight and compliance in accordance with federal and state laws.
- General office practices and procedures.
- Computer applications, data base management, and spreadsheet applications.
- Applicable WACs and RCWs

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Proficient in the use of Word, Excel and other office equipment.
- Accuracy and attention to detail.

Ability to:

- Clearly articulate budget issues to court administrator, management team and the judges.
- Gather and examine data, form a conclusion and create the best decisions as well as recommendations.
- Interpret, understand, and apply county, state, and federal regulations to the operation of the Court.
- Effectively plan, supervise, and evaluate the work of subordinates.
- Maintain administrative and fiscal compliance in the area of purchasing, payroll, personnel management, contract/grant administration, accounts receivable, payable, etc.
- Analyze complex administrative problems and make sound policy and procedural recommendations as to solutions.
- Coordinate and administer data processing applications for fiscal services, including accounting payroll contracts and personnel management.
- Collect, monitor, and report information and analyze workload and resource use.
- Evaluate the efficiency and effectiveness of program procedures and activities.
- Work under stress and maintain composure when confronted with adverse criticism.
- Establish and maintain effective working relationships with County officials, employees, and the general public.
- Manage multiple diverse projects.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others and as part of the management team.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS

Graduation from a four-year college or university with a degree in business or public administration or a related field plus four or more years of experience in an administrative position requiring budgetary, personnel, and supervisory skills. Certified Public Accountant license is highly desired. Additional

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education or experience may substitute equally for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Successful completion of a Pierce County background investigation is required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.