

# Finance Specialist



## Position Description

### Status

Regular Full Time

### Reports to

Court Administrator

### Compensation

B23

### Supervises

none

### Bargaining Unit

Court Hourly

### Position Category

Specialist

### Summary

Implements, oversees and analyzes all financial controls and maintains financial records of the District Court. Manages and trains all staff in proper receipting of monies, checks, bond and restitution matters. Monitors budgets for District Court, District Court Probation, Grants, and Trust and Agency. Handles supply inventory and ordering for District Court. Serves as Primary Jury Clerk for District Court juries, which includes handling all juror correspondence, summonses, excusals, jury management on jury trial days, and juror payment through the jury software package. Serves as assistant to Court Administrator, performing complex tasks.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receives and screens telephone calls and in-person visitors. Directs people to the proper person or court location and types letters, memos and other documents, including responses to inquiries and requests for information, prepares reports for the State Court Administration Office and other agencies.
2. Conducts case processing; enters and updates case info in the computer system, and produces related forms and schedules show cause hearings and issues show cause notices.
3. Creates financial policies and assists in development of court policies and procedures.
4. Maintains escheat records and prepares reports for Michigan and other states which involves contact with interstate agencies.
5. Operates video-recording equipment to record court proceedings and arranges for interpreter assistance for court hearings as needed; arranges for special accommodations for court access, per the Americans with Disabilities Act, as needed.
6. Handles all juror activities – jury computer programming, juror summons and correspondence, maintains updated and accurate juror information, conducts check-in and check-out procedures during jury trials and ensures proper payment of jurors.
7. Oversees and participates in the purchase of court supplies and equipment, including jury-related inventory such as food and beverages.

8. Oversees cashier staff and procedures, verifies cashiers' work for accuracy and reconciles discrepancies.
9. Handles all financial duties within District Court: Prepares transmittals of funds rec'd and maintains related financial records, prepares daily deposits, balances accounts, balances and maintains bank statements and reviews bond, trust and restitution accounts for timely and proper processing and use of funds and forfeitures. Reviews bills for accuracy and prepares payment vouchers for approval; Reconciles any billing discrepancies and approves in admin absence; Issues notice of insufficient funds to payers.
10. Monitors budget transactions and line items for accuracy with Treasurer and Finance and prepares, reviews and analyzes financial reports, spreadsheets and statistics to assist with budget preparation.
11. Meets with auditors to provide and explain financial transactions, records and reports and answer all questions. Reviews audit results with Court Administrator and implements audit recommendations as directed.
12. Reviews and prepares employee payroll reports and maintains payroll-related records.

## **Competencies**

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in professional office and courtroom environments. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets – as well as audio/visual equipment.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office and courtroom environments; operate a computer and other office machinery as well as audio visual equipment; move or transport files or other items between office spaces or courtrooms. Opening filing cabinets and standing/bending is required.

## **Travel**

Travel may be required throughout the County.

**Required Education and Experience**

1. Bachelor's Degree in Finance, Business, Criminal Justice or Accounting; Prior experience in Accounting or Finance may be considered in lieu of degree.
2. Two (2) years of accounting, budgeting and financial systems experience preferred.
3. Two (2) years of experience in the Michigan Court System including working with JIS software preferred.
4. Certified Electronic Recorder (CER) within six (6) months of hire.
5. Knowledge of the Michigan Courts and JIS case management system with an emphasis on financial skills and knowledge.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_