

**Allegan County
48th Circuit Court**

Job Title: Financial Coordinator

Reports to: Circuit Court Administrator

Summary

Manages circuit court revenue and expenditure budgets. Coordinates budget development and management with the Court Administrator and division directors. Implements and monitors accounting procedures and financial controls and maintains records. Manages and monitors court contracts and grants. Supervises clerical and bookkeeping support staff.

Principal Duties & Responsibilities

1. Supervises clerical and support staff. Makes effective hiring recommendations, trains employees, assigns work, evaluates work performance and initiates discipline in accordance with court policy and labor agreements.
2. Analyzes budget expenditures, prepares revenue and expenditure projections and works with division directors to develop budgets for administrative and judicial review. Assists in budget presentations, monitors approved budgets, advises the court administrator of budget aberrations and recommends corrective actions.
3. Prepares, manages and monitors the County Child Care Fund plan. Monitors the Cooperative Reimbursement Program. Researches grants and oversees grant compliance. Monitors contracts with vendors and other agencies. Manages the court health insurance program for youth home residents.
4. Maintains accounts receivable, accounts payable, payroll and general ledgers. Oversees the invoices payable and payroll process for the court. Oversees purchases according to county purchasing policy.
5. Meets with auditors regarding court financial record, controls and program compliance. Consults with judges and court administrator regarding findings and implements any corrective actions. Monitors accounting and collections practice and procedures, and recommends policy to ensure compliance with accepted accounting practices and controls.
6. Serves as a hearing officer for Show Cause hearings for non-compliance of payment of monies due the court. Makes recommendations to the judge as to solutions to resolve outstanding accounts.

Other Duties of the Job:

Prepares the Court's annual report to the County.

Collects and maintains court statistics, identifying trends and making recommendations.

Monitors the court's fleet of county owned vehicles, and the fleet fuel card program.

Monitors the use of court owned cell phones.

Acts a liaison to other community agencies, such as Outlook Charter School, Community Mental Health and others are required.

Monitors the court's electronic GovPay system of collections.

Participates as a member of the Family Court management team.

Performs other duties in the Court as directed by the Administrator, Chief and/or Presiding Judges.

Qualifications

Education: Bachelors degree in business administration, public administration, accounting or closely related field. Masters degree desirable.

Experience: Two years progressively more responsible business/accounting and supervisory experience, preferably in a court or related setting. Knowledge of court related programming desirable.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.