

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Accounts Specialist
OCCUPATIONAL CATEGORY: Paraprofessional
DIVISION: As Assigned
EFFECTIVE DATE: 07/19/2022



CLASS CODE: J524
FLSA: Non- Exempt
SALARY RANGE: 14
STATUS: Classified

JOB SUMMARY

Performs professional journey-level work involved in complex governmental fund accounting, and county budget systems, and the preparation and analysis of financial statements and reports.

REPORTS TO:

Work is performed under general supervision of a higher level of authority. The incumbent is expected to exercise independent judgment and discretion in the accounting of funds and in the appropriate debiting/crediting of assigned funds.

SUPERVISION EXERCISED

May exercise technical or functional supervision of subordinates.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Reviews claims for assigned budgets and credit card statements for appropriate program expenditure, funding availability, fund/object codes and signs claims.
- Develops and maintains accounting systems to provide accurate and reliable financial data in the management of budgets, funds, and grants.
- Reviews and analyzes fund accounting systems, practices and procedures. Prepares recommendations for improvements or corrective actions.
- Assists in preparation of fiscal and grant budgets and amendments.
- Prepares disbursement vouchers for payments including contracts, taxes, and insurance and journal vouchers for depreciation, billing, expenses or revenues.
- Prepares comprehensive annual financial statements and financial statistical reports.
- Develops long- and short – range financial forecasts.
- Performs a variety of financial analysis related to general government operations including, but not limited to, cost accounting, cost allocation, indirect cost allocation, user fee analysis, statistical analysis and analysis of long-term financial alternatives.
- Provides advice and assistance to departmental management to ensure compliance with county policy, statutory requirements and generally accepted accounting principles and procedures.
- Participates in the implementation of state and local federal audit recommendations.
- Prepares monthly and other periodic and special financial reports and statement with accompanying memoranda and correspondence.
- As needed, performs a variety of tasks including, but not limited to, scheduling appointments, preparing and/or auditing deposits, answering phones and responding to routine inquiries, referring and directing individuals to appropriate agencies, department or staff.
- Performs accounting duties by electronic spreadsheet method.
- Performs special assignments as requested and related work as required.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.

As Assigned to Court Administration:

Performs professional accounting/auditing work of moderate to significant difficulty in the analysis of financial aspects of conservatorships and probates to accomplish protection of the estates against fraud and funds mismanagement. Follow generally Accepted Auditing Standards (GAAS), and other analysis techniques as developed for specific Court documentation; generate reports and make recommendations for the Court.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested and work contacts.
- Exercise regular and predictable attendance and punctuality in accordance with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Knowledge of principles, theories, practices and concepts of accounting including cost accounting, governmental accounting, enterprise accounting and accounting analysis procedures.
- Knowledge of fiscal administration and budgetary practices.
- Knowledge of the applications of data processing techniques to accounting systems.
- Knowledge of computing literacy to include use of electronic spreadsheet applications.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in utilizing computer systems and applications, mainframe and personal computers, in the performance of work assignments, such as electronic spreadsheets, word processing and graphics.

Ability to:

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Ability to review, prepares and analyze accounting transactions, to establish procedures within established guidelines and to prepare financial statements and technical reports in accordance with varying regulations and reporting requirements.
- Ability to analyze, audit and interpret accounting records, financial statements, computer printouts and reports of financial and accounting systems for completeness and accuracy.
- Ability to gather and to analyze appropriate relevant data and prepare and present clear, concise and accurate reports and related information.
- Ability to apply accounting theory to automated or manual systems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

WORK CONTACTS

Regular contact with associate personnel, other county departments, and agencies to gather required information, submit timely documentation, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve and correct problems.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May also deal with individuals who may be disruptive, unruly and/or unstable.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.
- Work also includes the frequent use of Personal Computer monitors.
- Sufficient vision, with or without reasonable accommodations.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- High School diploma or GED (General Education Degree)
- Two (2) years of progressively responsible professional accounting experience in financial accounting/auditing.
- Some college level accounting course work; OR
- An equivalent combination of education, experience, and training may be considered in the minimum qualifications.

PREFERRED EDUCATION/EXPERIENCE

- Associates Degree in Accounting, Business, or Public Administration.
- Experience in government accounting to included federal or state grants or fund accounting.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.