


Maryland Judiciary Job Description

	Official Title	Manager, Fiscal Accounts, Court Operations
	Job Code	2124
	Business Title	Accounting Manager
	FLSA Status	Exempt

POSITION SUMMARY

This position is managerial work responsible for the overall fiscal operations of an entire jurisdiction. The incumbent may oversee an independent Accounting unit commonly found in a large-sized court with more than one court location. This position supervises and coordinates the work of Fiscal staff in performing all aspects of accounting work to include, but not limited to, accounts receivable, cash reconciliation, journal adjustments, disbursements, and refunds. Direction is provided to department supervisors for all fiscal procedures to ensure understanding and consistent compliance. Aids in the timely processing of cases about funds received, disbursed, or owed. The incumbent is responsible for analyzing financial data and developing standard and specialized reports. May be required to visit other court locations as an Accounting Area Specialist to provide training, implementation of new procedures, and guidance to Administrative Officials and fiscal support staff. Work is performed under limited supervision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Develops the budget for the assigned court location including documentation necessary to support the budget request. Advises Administrative Heads on financial position and recommends adjustments to accommodate operational necessities.
- Adheres to all fiscal policies, procedures, and operational practices as directed by the AOC, Department of Budget and Finance (DBF), and/or the District Court Headquarters, Department of Finance (DCHQ).
- Directs, manages, and supervises the employees in the Accounting Department to include performing all personnel functions involving time and leave attendance, performance evaluations, discipline actions, counseling, coaching, and mentoring, as necessary. Ensures all staff are appropriately trained and cross-trained on all aspects of the accounting office.
- Reviews and verifies source documents such as bills, receipts, transmittal sheets, invoices, benefit claims, vouchers, purchase orders, check registers, payroll reports, and requisitions for application to proper agency accounts.
- Researches discrepancies in account balances by retrieving and examining original chronological records for miscalculations or posting errors. Corrects inaccuracies and adjusts accounting records to balance with source document totals.

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- Reviews, reconciles, and authorizes all reports generated by the accounting office for submission to DBF or DCHQ, Finance Department.
- Assists auditors who examine agency accounts by providing source documents, summarized data, audit trails, and periodic reports for their review.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- Six (6) years of fiscal or accounting work experience. Two (2) years of supervisor experience.

Note:

- A Bachelor's Degree may substitute two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute two (2) years of required work experience.
- A Paralegal Certificate may substitute one (1) year of required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Capabilities and applications of commonly used automated accounting software packages, such as PeopleSoft and General Enterprise and Resource Support (GEARS).
- Maryland Judiciary's policies, procedures, laws, and forms involving various types of court cases and the implication each of these have on the accounting operations of the court.
- Generally Accepted Accounting Principles (GAAP) or Governmental Accounting and Financial Reporting Standards (GASB).
- Principles and practices of bookkeeping in order to review, verify, record, adjust, and balance financial transactions.
- The principles of office management and supervision.

Skill in:

- Accuracy and attention to detail.
- Analyzing records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment.
- Organization and time management.
- The use of Microsoft Office products to include, but not limited to, Excel, Word, PowerPoint, Outlook, etc.
- Interpersonal communication and relations.

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- Problem solving, prioritizing, scheduling, and decision making.
- Guiding employees in demanding situations.
- Applying job-related terminology, codes, policies, procedures, rules, regulations, and laws.

Ability to:

- Apply job-related terminology, policies, procedures, regulations, and laws to define problems, collect data, establish facts, record data, appropriately complete forms, and provide information to customers.
- Review and analyze financial transactions, documents, records, and reports to obtain facts and verify accuracy.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Prioritize and handle multiple projects simultaneously.
- Establish and maintain effective working relationships with other employees, subordinates, superiors, and/or the general public.
- Resolve unusual and/or complex situations in accordance with established procedures or assist staff in resolving cases requiring deviation from standard procedures.
- Read and interpret audit reports; formulate recommendations to correct unsatisfactory conditions and to improve operations.
- Develop, revise, establish, or implement office procedures and practices.
- Plan, coordinate, supervise, and evaluate work of staff.
- Prepare statistical tables and charts, financial summaries, and schedules using personal computer and related software.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Maintain confidentiality.
- Resolve disputes between subordinates and motivate subordinates.

SUPERVISORY RESPONSIBILITIES

This position has formal managerial responsibilities over other employees.

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

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This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	January 2020
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