



Livingston
County



Court Financial Officer

 08-May-2018 to 22-May-2018 (EST)  Circuit Court  Howell, MI, USA

 Starting at \$59,703/yr- Grade 10- Non-Union  Salary  Full Time

 Comprehensive Benefit Package Available - BCBS Health & Dental, Vision, Life Insurance, Disability, EAP, Pension, 457, Wellness & Telemedicine

Under the supervision of the Circuit Court Administrator is responsible for analyzing and preparing a variety of financial and operational information including implementing and monitoring budgets for the Courts. Oversees other employees engaged in support activities and compiles and maintains a variety of financial information and reports.

BENEFITS:

- Hybrid pension plan which includes a Defined Benefit & 401a with an employer match
- Comprehensive Medical, Pharmacy, Dental & Vision
- Optional Voluntary 457 Deferred Compensation plan
- Short-term & Long-term disability & Basic Life & AD&D insurance
- Health & Dependent Flexible Spending Accounts
- Paid vacation, sick days & 13 Holidays. Unused vacation and sick time rolls over
- Tuition Reimbursement
- Up to \$500 annual Wellness reimbursement* & \$100 incentive for completing your annual physical & Health Assessment.
- Voluntary benefits such as Accident, Critical Illness, Hospital & Whole Life policies
- Employee assistance program

*Pro-rated based on DOH

PAY RATE INFORMATION:

The Court Financial Officer role is a non-union position and starting pay is **\$59,703/yr**. This position is eligible for step pay increases within our Non-Union **Grade 10 wage scale**. Top end of the current wage scale for this position is **\$77,615/yr**.

Essential Job Functions:

1. Serves as the Court Financial Officer for the Courts financial division including Circuit, Juvenile, Probate, District, and Specialty Courts, Community Corrections, Central Services, and Friend of the Court. Makes recommendations to the Court Administrators regarding financial matters including but not limited to annual budget and financial processes.

2. Prepares, reviews, analyzes, and makes recommendations to the Court Administrators and Judges regarding financial and budgetary matters. Submits a variety of complex and/or special reports, reconciliations, work papers, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, and external agencies.
3. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of assigned employees and assures necessary training and professional development. Recommends disciplinary action according to established procedures.
4. Prepares the Courts annual budget, prepares related operational and financial reports, recommends and prepares Court budget amendments and/or transfers, and consolidates related information according to County policies and procedures.
5. Supervises the accounts payable functions for the Courts while adhering to the County's financial policies including approval, auditing, and processing claims, and the output and warrant posts for submittal to County administration for inclusion in the applicable check run.
6. Supervises the accounts receivable functions of the Juvenile Court while adhering to Court rules, policies, and procedures.
7. Audits the processes, practices, and related operations of departments to eliminate inefficiencies, ensure proper controls are established, and recommends appropriate changes.
8. Analyzes and reviews financial data for compliance with County accounting policies and procedures and assists in developing related policies and procedures.
9. Analyzes, reconciles, validates, audits, compiles, and calculates a variety of financial data and transactions.
10. Responds to audit requests or requests for information from other agencies that require a full working knowledge of accounting principles and practices.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Bachelor's Degree in accounting, finance, or related field and three years of progressively more responsible experience in accounting.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Ability to lead and supervise the work of others including directing assignments, monitoring work, providing instruction and evaluating output.
- Thorough knowledge of the principles and practices of governmental accounting, generally accepted accounting principles, auditing, and financial operations.
- Considerable knowledge of financial and operational controls, analyzing and interpreting financial information, preparing financial reports, accounts receivables and accounts payable operations, and applicable local, state, and federal laws, rules, and regulations.

- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the County's financial software and County, court and state software databases.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

Please visit: <https://livingston.applicantpool.com/jobs/234778.html> to apply.

For questions, please contact Jennifer Slater- HR Generalist at
517-540-8792 or Jslater@livgov.com