

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Superior and Juvenile Court

Job Description



Job Title: Deputy Director, Finance
Job Code: 8201
Pay Grade: 71
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

The Deputy Director will be responsible for assisting the Finance Director in directing and overseeing the Finance Division for Superior Court, including the Juvenile Court Center. The incumbent is responsible for supervision and participation in coordinating the activities relating to accounting, budgeting, fiscal reporting, cash management, collections and purchasing. The incumbent is responsible for operational management, technical supervision and participation in Juvenile Court departmental activities. In addition, the incumbent will act as the site manager for the Finance functions at the Juvenile Court Center and will act as the Division Director in the absence of the Finance Director.

ESSENTIAL FUNCTIONS:

- Assists in planning, organizing and coordinating activities and services of the Finance Division.
- Recommends, develops, and implements as directed internal accounting controls.
- Manages, directs and administers all financial activities and operations of the Juvenile Court.
- Coordinates the development and preparation of the annual county and state budget submissions and grant applications.
- Directs, supervises, and evaluates the work of professional accounting and collections staff and the administrative staff at Juvenile Court Center.
- Ensures procedures for financial activities are managed accurately, effectively and timely.
- Directs and participates in management studies and reports on complex financial analysis, including organizational and administrative policies.
- Participates as a productive member of the Juvenile Court management team and, as directed, may participate in Superior Court activities.
- Provides financial projections and recommendations on the development of short and long-term goals.
- Ensures financial services are provided to Juvenile Court divisions to support the attainment of court-wide goals.
- Serves as liaison with county, state, and federal funding source representatives.
- Reviews and evaluates new grants and contracts for financial planning considerations.
- Participates in the recruitment, selection, training, goal-setting, and performance evaluation of employees on the Juvenile Court finance staff.
- Analyzes and evaluates existing manual and automated processes and recommends alternatives for more efficient operations.

- Participates in problem solving and decision-making within scope of authority.
- Participates in development of policy and procedure and implements financial aspects of any new procedure as directed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, and streamline work processes.
- Works cooperatively and jointly to provide quality seamless customer service and coordinates any changes with Finance Director.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Represents the Juvenile Court Center on various topics in meetings, seminars, boards and committees.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of generally accepted governmental and/or fund accounting principles, practices, and procedures including grants.
- Must have knowledge and skills in the principles and practices of administrative and financial analysis.
- Must have the knowledge, skill and ability to prepare budgets, assist other managers with budget preparation and monitor budgets throughout the fiscal year.
- Must have knowledge of management and administrative principles and practices, including goal setting, performance management, project management, planning and delivering support services.
- Must have knowledge of court and county policies and procedures as pertinent to finance.
- Must have knowledge of court organization and structure, operations, rules and procedures.
- Must have skills in using a variety of automated accounting systems for data entry, verification, information retrieval and financial reporting.
- Must have strong mathematical aptitude and ability to use simple or complex arithmetic calculations.
- Must have the ability to communicate effectively with a wide variety of coworkers and court management, multiple customers internal and external to the court, and establish and maintain effective work relationships.
- Must have the ability to write reports of confidential nature and present information effectively.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in accounting, finance, business, public administration, or a closely related field and six years of progressively responsible professional accounting and administrative experience including two years of supervisory experience. OR any equivalent combination of experience, training, and/or education approved by the Director, Finance, Director of Juvenile Court Services, and Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Finance and works directly with the Juvenile Court Administrator/Director of Juvenile Court Services and Juvenile Court Presiding Judge. The incumbent performs duties and responsibilities under limited supervision. The incumbent will interact, on a regular basis, with court administration, judges, court management, court employees and management employees from other courts, government agencies and the public. The incumbent will supervise a staff of professional level and administrative support employees.

Date: 11/22/04

Revised: 07/01/05, 04/10/07; 10/26/07, 04/16/09. 4/24/09