



Administrative Office of the Courts

SENIOR FINANCIAL SERVICES ANALYST

Scope of Responsibility

Performs professional journey level accounting, auditing, payroll, procurement, or debt collection duties in accordance with generally accepted accounting principles, governmental auditing standards and regulations, and Administrative Office of the Courts (AOC) procedures. Work performed includes analysis, review, and interpretation of reports, development and presentation of accounting, payroll, revenue, or management reports, and recommendation for enhancement of business processes. May review the work of Financial Services Specialists and Analysts.

Reporting to the Financial Services Business Manager, this position is a member of the agency staff, responsible for providing planning and budget input to the manager within the section. Work is done under general direction, and as assigned by management. Decision-making is within established guidelines and defined rules and procedures, although some areas require interpretation and/or development of possible approaches.

Essential Activities

- Reviews, analyzes, verifies, and corrects data for the monthly general ledger and monthly encumbrance reconciliation process. Prepares, maintains, and reconciles the monthly outstanding and statutorily cancelled warrant reports and accounting entries.
- Reviews, analyzes, verifies, and completes all procurement requests in accordance with judicial branch procurement policy and procedures.
- Handles daily cash deposit, ensuring all checks, credit card payments, IAP payments, federal draws, etc. are accounted for and deposited into the correct fund, appropriation, program, or revenue source.
- Ensures the State Treasurer's Office and all judicial branch agencies cash is reconciled and balanced, makes cash adjustments, handles collection of bad checks, processes late notices, and ensures the judicial branch Late Notice and Bad Debt Collection policies and procedures and strictly enforced.
- Oversees the total payroll function, and interprets and applies a variety of regulations and procedures in the payroll function. Processes all judicial branch leave requests meeting each payroll cutoff deadline, schedules payroll processing, and maintains payroll records for entire branch. Monitors and tracks incoming and outgoing employees' payroll.

Essential Activities (Continued)

- Reviews, analyzes, and corrects end of fiscal year AFRS data. Responsible for preparing fiscal year end closing adjustment and accrual journal vouchers for revenues, accounts receivable, and accounts payable for the Combined Annual Financial Report (CAFR). Responsible for preparing selected CAFR appendices, statements, exhibits, and reports.
- Participates in the analysis, monitoring, and evaluation of financial systems, accounting systems, or payroll systems, and accounting, payroll, or revenue practices and makes recommendations for improvement and enhancement. Prepare and analyze financial reports in accordance with generally accepted accounting principles.
- Under general direction performs complex fiscal duties such as financial report preparation and analysis, reconciliation and correction of the general ledger trial balance, discrepancy identification and resolution, and investigation and resolution of accounting, payroll, procurement, or debt collection problems.
- Responsible for the review and approval of accounts payable, accounts receivable, and cash receipts batches. Review and correct the Agency Financial Reporting System (AFRS) error file and review and correct the daily in-process ledgers.
- Responsible for the reconciliation and preparation of correcting entries for the accounting ledgers created by different financial management systems.
- Performs other duties as required.

Key Competencies

- Proficient knowledge of accounting, payroll, procurement, or debt collection principles, methodologies, practices, and terminology.
- Working knowledge and understanding of Washington State governmental accounting, payroll, procurement, or revenue procedures.
- Working knowledge and understanding of judicial branch accounting, payroll, procurement, or debt collection processes and procedures.
- Proficient in report preparation, auditing techniques, and accounting, payroll, procurement, or debt collection applications and systems.
- Professional demonstration and utilization of effective written and oral communication practices.
- Professional demonstration and utilization of maintaining and establishing effective working relationships with coworkers and clients.
- Professional demonstration of providing professional service delivery to a wide variety of clients and customers.
- Proficient ability to mentor, share information, guide, and assist in the development of first line Financial Services staff.
- Proficient ability to identify potential tasks, activities, and timelines necessary to achieve a stated purpose.

- Proficient ability to develop a clear understanding of required action and implementation of those actions.
- Proficient ability to acquire and integrate input from others regarding critical actions, timelines, sequencing, and priorities. Understands and determines priorities, in relationship to time sensitive circumstances.
- Learn and implement new concepts; adapt to change; interpret and effectively communicate policies and procedures; instruct individuals and groups.
- Recognize potential problems and opportunities for improvement.
- Clearly see and understand the customers' expectations and ensure that work products meet those expectations.
- Understand communication mechanisms and measure goals accurately.
- Face up to problems with people quickly and directly.

Qualifications and Credentials

- Bachelor's degree in accounting or closely allied field to include 20 Semester or 30 quarter hours of college level accounting

OR

- Two (2) years or more of fiscal bookkeeping or recordkeeping tasks **AND** 20 Semester or 30 quarter hours of college level accounting.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of the Senior Financial Services Analyst may be considered in meeting the qualification baseline.

SALARY RANGE: 45

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position **is not** covered under the Fair Labor Standards Act (FLSA).

5/12 - Revised
3/12 - Revised
7/06 – Revised Format
5/02 - Established