



SNOHOMISH COUNTY
invites applications for the position of:

Judicial Finance and Budget Fiscal Manager

SALARY: \$32.13 - \$45.40 Hourly
\$5,568.73 - \$7,869.16 Monthly
\$66,824.76 - \$94,429.92 Annually

OPENING DATE: 11/18/13

CLOSING DATE: 12/03/13 11:59 PM

DESCRIPTION:

Do you enjoy complexity and variety in your work? This is a unique opportunity to join our management team working in the third largest Clerk's Office, in the fastest growing county, in Washington State.

Qualified applicants will possess relevant education, training, and professional experience in finance and budget development and management, excellent communication and management/supervisory skills, and demonstrated problem-solving skills.

The selection process will be:

On-line only application and supplemental questions

Minimum qualifications screen and scoring of answers to supplemental questions

Interviews of top scoring applicants

Criminal background check

Reference checks - If you are invited to an interview please bring a list of your references including current and former supervisors, customers or internal clients

Credentials checking

Top candidates may be invited to a second interview at management discretion

A conditional offer of employment may be made pending credential verification, reference and background checks.

BASIC FUNCTION

To manage the Clerk's Office Judicial Finance Division. Develops and manages the annual Clerk's Office budget and provides fiscal and operational information and analysis to the Clerk, Chief Deputy and division managers.

Court experience is preferred but not required.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, and manages the operations of the Judicial Finance Division including the receipting and disbursement of court fees, fines and restitution and entry of judgments; assigns and supervises, directly or through leads and/or supervisors, the work of division employees.
2. Supervises, reviews and evaluates the work of division employees; selects, hires, and promotes employees, conducts periodic performance evaluations of employees and counsels employees concerning job performance matters, determines the need for employee discipline and effectively recommends disciplinary actions as necessary.
3. Designs, implements and manages financial systems and data collection methods and procedures; analyzes and reports departmental revenue and related statistics.
4. Implements new laws and procedures as necessary; develops written procedures and policies; monitors existing procedures for compliance with state statutes; takes action to correct deficiencies, resolves problems and ensures compliance with state laws; recommends contacts with the Prosecuting Attorney for legal opinions as necessary; determines the fiscal impact to the Clerk's Office of ordinances, grants, contracts, leases and budget modifications; makes recommendations as needed.
5. Prepares and manages the annual division budget and Clerk's Office budget; prepares program goals and objectives; collects and reports statistical information; monitors expenditures and revenues, confers with and advises the County Clerk and/or Chief Deputy on budget development and budget management issues.
6. Administers state and federal grant programs, as applicable, and implements tracking procedures; prepares monthly reimbursement requests.
7. Supervises the development, acquisition and installation of improved automated financial processing systems and procedures; assists in setting standards for state level judicial finance systems ongoing development, changes and installation of financial information tracking systems.

8. Serves as liaison with Superior Court Management Information Systems for the State of Washington; represents the Clerk's office on state and local level committees and/or task forces. May serve on State Judicial Accounting committee; recommends and/or writes new legislation regarding judicial finance, accounting and judgments.
9. Recommends, supervises and monitors the placement of trust and public funds for the Clerk's Office; ensures compliance with court orders, state statutes, county regulations, banking regulations, generally accepted accounting procedures and office policies.
10. Meets with and assists other division managers and employees to discuss financial and accounting related concerns and assists in the development and/or change of accounting and financial systems and processes; acts as a liaison to the Finance department.
11. Audits the Clerk's Office accounting and financial systems for internal control. May represent the department in audits conducted by state and federal agencies.
12. Trains Judicial Finance Division supervisor and lead to write procedures and reports, interpret court rules and state statutes, delegate, evaluate training programs and analyze work performance.
13. Oversees the providing of technical legal processing information to the public; answers the unique or technically difficult issues that employees cannot answer; receives, investigates and resolves the public's complaints and problems.
14. May manage, support and coordinate office responsibilities under the Public Disclosure Act as directed by the Clerk.

OTHER JOB DUTIES

1. Attends Executive and Council meetings to provide information on budgetary questions and issues.
2. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

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A Bachelor's degree in business administration, public administration or a closely related field; AND five (5) years of professional accounting or related experience which includes two (2) years experience in the supervision/management of resources and processes; OR any equivalent combination of training and/or experience which provides the required knowledge and skill. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- theories, principles and practices of management and supervision;
- theories, principles and practices of general and governmental accounting and internal auditing;
- Clerk's Office operations, practices and procedures;
- court rules, procedures, laws and regulations governing Superior Court;
- legal and procedural issues that have direct impact on the design of an automated accounting system;
- budgeting and accounting principles;
- legal terminology, documents and document processing procedures;
- computer systems and software as they relate to the Clerk's Office and state and county systems.

Ability to:

- apply theory, principles and concepts to specific accounting systems;
- plan, organize and manage the operations of a County division;
- effectively supervise assigned staff;
- coordinate and prepare divisional budget;
- analyze divisional operations and make recommendations when necessary;
- work under pressure and delegate responsibilities;
- establish and maintain effective working relationships with appointed and elected officials, assigned staff and the public;
- communicate effectively, verbally and in writing, to a variety of individuals and groups from diverse backgrounds;
- develop written procedures and policies based on law and regulations as applied to the Clerk's trust fund;
- read, interpret and apply laws, rules, codes and procedures governing accounting and investment practices and divisional operations;
- understand and execute complex oral and written instructions;

- effectively resolve problems under own initiative;
- apply time management and organizational skills;
- deal with distraught and/or hostile individuals;
- provide excellent internal and external customer service;
- provide a team environment.

SUPERVISION

The employee in this classification receives general direction from the County Clerk or the Chief Deputy Clerk and has wide latitude for dealing with matters of the division. The work is reviewed through meetings and periodic status reports and by evaluation of the results obtained. Direct supervision is exercised over assigned office staff.

WORKING CONDITIONS

The work is performed in the usual office environment.

[Click here](#) to apply for this position or go to www.snoco.org click on Job Opportunities, and find the Judicial Finance and Budget Fiscal Manager position in the list of open positions at Snohomish County.