



Administrative Office of the Courts

FINANCIAL SERVICES BUSINESS MANAGER

Scope of Responsibility

- Manages the Financial Services section of the Administrative Office of the Courts. Responsibility includes providing central accounting services to the Supreme Court, Court of Appeals, Clerk's Office, Commissioner's Office, Reporter of Decision's Office, the Law Library, the Office of Public Defense, and the Office of Civil Legal Aid.
 - Supervises professional accounting staff involved in the tracking and monitoring of all expenditures and revenues, funds management, accounting reports and statements, and development of new/ modified accounting systems.
 - Reports to the Management Services Comptroller and is responsible for management of the accounting functions and business process for the Administrative Office of the Courts, Supreme Court, Court of Appeals, Clerk's Office, Commissioner's Office, Reporter of Decision's , the Law Library, the Office of Public Defense and the Office of Civil Legal Aid.
 - Performs duties at the professional expert level expected to provide recommendations on complicated issues. Work is performed independently with decision making responsibility with areas of expertise.
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Essential Activities

- Supervises, trains, and reviews work of accountants and fiscal technicians responsible for daily accounting and business processes including review and approval of invoices, vouchers and payroll.
- Supervises establishes and maintains accounting records, including cost distribution.
- Establishes and maintains accounting systems and controls to meet standards, evaluates these systems and makes modifications as needed.
- Prepares annual financial reports for the Office of Financial Management (OFM), reconciles and closes funds at the end of the biennium, and prepares carry forward balances in the automated AFRS system.
- Reviews monthly and quarterly financial status reports. (State and Federal)
- Prepares and negotiates annual indirect cost rate.

Essential Activities (Continued)

- Reviews accounting and data processing systems and functions; makes recommendations for changes and works with Human Resource Management System (HRMS), Department of Information Systems (DIS) and Office of Financial Management (OFM) in implementing changes.
- Coordinates with AOC Contracts Officer to enable monitoring and tracking of payments made under specified contracts.
- May perform other duties as required.

Key Competencies

- Expert knowledge of: accounting principles, methods, practices and terminology; state governmental accounting including objectives, requirements and procedures; internal auditing principles, procedures and practices; effective and efficient business management principles and practices, financial records, reports, office practices, business law, training and management principles and techniques; automated accounting systems and applications.
- Proficient skills to manage, supervise and direct the accounting operations having diverse accounts, economically and effectively manage the business activities of the AOC and recognize and solve difficult and complex accounting, business problems; devise, develop, install and operate accounting systems; provide sound advice.
- Proficient skills and abilities to provide recommendations and counsel to management officials relative to financial and business matters; meet and communicate effectively with numerous individuals both public and private; communicate effectively with others orally and in writing; establish and maintain effective working relationships.
- Proficient: ability to demonstrate interpersonal leadership skills and abilities to establish and maintain professional working relationships with co-workers, management, and other constituents.
- Accomplishes work objectives in cooperation with agency, court, state and professional colleagues.
- Proficient ability to demonstrate professional management skill and ability commensurate with managing people, time, and resources.
- Proficient knowledge level of the Washington State judicial community educational needs.
- Proficient ability to effectively communicate and coordinate time, resources, and staff to attain the desired results.
- Proficient knowledge and understanding of the interaction and mission of interested groups, boards, committees, the judicial community, and criminal justice partners regarding the development and delivery of educational programs/services.
- Proficient ability to understand the global view.
- Proficient knowledge of client, human resource, and organizational management concepts.

Qualifications and Credentials

A Bachelor's degree in accounting **OR** a Bachelor's degree with a minimum of 20 semester or 30 quarter hours of accounting **AND**:

- Three (3) years of progressively responsible professional accounting experience **to include**:
- One (1) year of management/ supervisory duties.

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: 62

- 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).

2/07 - Revised
7/06 - Revised Format
5/02 - Established