



Administrative Office of the Courts

SENIOR FINANCIAL SERVICES ANALYST

Primary Purpose

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 AOC procedures.

Distinguishing Characteristics

Reporting to the Financial Services Coordinator, this position works under general direction. Decision-making is within established guidelines, defined rules and procedures, although some areas may require interpretation and/or development of possible approaches.

Duties and Responsibilities

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 are strictly enforced.

Participates in 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.

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. Prepares and analyzes financial reports in accordance with generally accepted accounting principles.

Duties and Responsibilities (Continued)

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; reconciles and prepares correcting entries for the accounting ledgers created by different financial management systems.

Reviews and approves accounts payable, accounts receivable, and cash receipts batches. Reviews and corrects the Agency Financial Reporting System (AFRS) error file; reviews and corrects the daily in-process ledgers.

Provides planning and budget input to the manager within the section.

May review the work of Financial Services Specialists and Analysts.

Performs other duties as required.

Key Competencies

Agency Values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Knowledge, Skills and Ability

- Ability to effectively coach, lead and motivate staff; knowledge of human resource and organizational management techniques.
- Skill to manage staff, time, and resources to accomplish goals and objectives; ability to develop budgets, accurately assess resources needed to carry out planned actions; knowledge of management principles & effective program/project management practices.
- Logically integrates ideas and information to form effective goals, objectives, timelines, action plans and solutions
- Ability to effectively communicate both orally and in writing. Ability to communicate proficiently in written reports as well as delivering information through presentations
- Understands customer expectations and ensures work meets those expectations
- Expert interpersonal skills and abilities to establish and maintain professional working relationships with co-workers, management, and other constituents
- Ability to multi-task and effectively coordinate multiple projects simultaneously

Key Competencies (continued)

- Ability to identify risks and outcomes associated with courses of action; ability to develop action plans and strategies for the purpose of ensuring the desired outcome
- Ability to accomplish work objectives in cooperation with agency, court, state and professional colleagues
- Expert knowledge and understanding of the interaction and mission of interested groups, boards, committees, the judicial community.
- Ability to understand the global view.
- Prioritization and effective time management
- Ability to exercise judgment and make timely, sound, strategic decisions and recommendations consistent with organizational objectives; ability to think critically in decision making and problem solving situations.
- Knowledge of accounting, payroll, procurement, or debt collection principles, methodologies, practices, and terminology.
- Knowledge and understanding of Washington State governmental accounting, payroll, procurement and revenue procedures.
- Knowledge and understanding of judicial branch accounting, payroll, procurement, and debt collection processes/procedures.
- Skill in report preparation, auditing techniques, and accounting, payroll, procurement and debt collection applications/systems.
- Knowledge to recognize and solve difficult and complex accounting business problems; develop, install and operate accounting systems.
- Skills and abilities to provide recommendations and counsel to management officials relative to financial & business matters; provide sound advice.
- Ability to learn and implement new concepts; adapt to change; interpret and effectively communicate policies and procedures; instruct individuals and groups

Qualifications and Credentials

- Bachelor's degree in accounting or closely allied field **INCLUDING** 20 Semester or 30 quarter hours of college level accounting.

OR

- Two years of progressively responsible professional accounting experience **AND** 20 Semester or 30 quarter hours of college level accounting.

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

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 by the Fair Labor Standards Act (FLSA).

10/14 – Revised Quals, Updated
5/12 – Revised
3/12 – Revised
7/06 – Revised Format
5/02 – Established