PIMA COUNTY
JUSTICE COURT

Announcement:	**Financial Services Specialist**
Court:	Pima County Consolidated Justice Court
City, State:	Tucson, AZ
Court Website:	http://www.jp.pima.gov/hr/
Permanent Position:	Permanent
Job Grade:	5693
Minimum Hiring Rate:	$16.80 per hour
Closing Date:	Open continuous

Minimum Qualification:

Associates Degree in Accounting, Finance, or Business Administration or a related field and two years of financially related administrative or clerical experience; OR a high school diploma or equivalent and four years of financially related administrative and clerical experience.

Summary:

Perform paraprofessional administrative/clerical duties in support of the Financial Services Division. The incumbent prepares source documents for input into the court's financial system, provides accounts payable functions, and other financial and/or related administrative duties. This position has no supervisory responsibilities.

Essential Duties:

• Research and analyze account status; prepare account adjustments and prepare account reconciliations;
• Examine transactions, prepare reconciliations, and prepare necessary billing;
• Reconcile receipts to funds received;
• Analyze information by researching and compiling data, determine objectives, and communicate findings;
• Review and process all outgoing bond, restitution, and overpayment checks for accuracy and ensure correct disbursement into the case;
• Ensure the division operations conform with local, state, and federal governmental regulations, Arizona Supreme Court Minimum Accounting Standards, and other applicable rules and requirements;
• Maintain appropriate inventory levels within assigned area of responsibility and requisition supplies;
• Complete administrative tasks by answering calls and responding to inquiries, conducting research, preparing correspondence, preparing special reports;
Establish and maintain effective working relationships with vendors, court employees, contractors, service providers, and the general public;
• Research and compile a list of competitive sources and suppliers; Process requisitions for supplies, materials, equipment, and parts; secure price quotations, document information, and place purchase orders; Purchase goods of varying dollar values and some items requiring quotations; prepare Requests for Quotations for varying dollar values of supplies; Receive goods and route to appropriate division; Verify adherence of goods to agreed-upon specifications, costs, and receipts into the court's automated system; Coordinate and facilitate the return of damaged and incorrect merchandise for improper substitutions;
• Receive and process payments from Mail Room, adding case dispositions, docketing calendar events, and proofs, and applying reductions to fines, where applicable;
• Prepare source documents for record-keeping and reconcile funds with the County Treasurer's Office;
• Review the court's outstanding check register, prepare payee merge letters, void outstanding checks, and list funds as unclaimed;

• Respond to inquiries from PCCJC staff and the public;
• Prepare accounts payable documents;
• Prepare and make deposits to the Court bank account;
• Review and reconcile issues pertaining to non-sufficient fund checks received by the Court.

Additional Duties:
• Serve as liaison with Pima County Victim Services; Communicate case information and provide restitution balances;
• Process Tax Intercept Payments (TIP) and provide data and information utilized in state-wide debt set-off program, and coordinate debt setoff overages received with other courts in the state;
• Archive and destroy financial records according to the records retention schedule;
• Facilitate travel arrangements to include hotel, transportation, and conference registration and reservations; Review mileage reports, per diem, and event schedules for accuracy and compliance with County and State travel guidelines;
• PCard holder reconcile monthly statement and ensures adherence to County and Court policies and procedures for authorization letters, allowances, and restrictions;
• Operate a variety of office equipment such as photocopiers, desktop computers, and facsimile machines;
• Complete duties, special assignments, and projects as assigned.

Knowledge, Skills, and Abilities:

- Must have knowledge of the public sector, and general accounting principles;
- Must have knowledge of manual and automated accounting systems;
- Must have knowledge of business English, grammar punctuation, spelling, and a good mathematical aptitude.
- Must have proficient skills to operate a computer and work with Microsoft Office software to include
- Outlook, Word, Excel spreadsheets, and electronic databases.
- Must have skill in performing accounting and financial tasks;
- Must have the ability to communicate effectively orally and in writing;
- Must have the ability to research facts, analyze, and identify resolutions to issues.
- Must have the ability to work with and maintain the confidentiality of court-related information.
- Must have the ability to work independently and under pressure.
- Must have good organization, time management skills, and problem-solving skills;
- Must have the ability to communicate effectively, both verbally and in writing, with a diverse group of people.

Benefits:
The Court offers a competitive compensation and benefits package to include medical, dental, life insurance, flexible spending accounts, retirement, and deferred compensation plans, paid vacation and sick leave, as well as other benefits.
http://webcms.pima.gov/government/human_resources/employee_benefits/

How to Apply:
Please apply via the online application system, **job number 5693-02**
https://www.governmentjobs.com/careers/pima
Open continuous, applications are reviewed as they are received.

Special Notice Items:
Successful candidates offered employment with the court, including current employees who have applied for new positions, are required to provide proof of COVID-19 vaccination prior to their scheduled start date.

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and courts facilities or associated confidential or sensitive information, documents, communications systems, and like materials. Preference may be given to applicants who are Spanish speakers.

A valid AZ driver's license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.