



HUMAN RESOURCES DEPARTMENT

Court Financial Services Administrator

Circuit Court

Starting Salary: K-112 (01) \$91,561.60

Monday – Friday 8:00a.m – 5:00 p.m.

Posting: # 054-24

Date Posted: 02/07/2024

Deadline until filled

GENERAL SUMMARY

The purpose of this job is to oversee the financial operations of a Court. Leads annual budget process and prepares financial statements and reporting required by the County and external funding authorities. Ensures compliance with standard accounting principles and policies. Processes court receipts, disbursements, and journal entries from the officers involved. Coordinates and approves court contracts. Provides proper and accurate billing of fees for contracted court services. Performs financial analysis of court revenues and expenditures. Oversees and prepares periodic recurrent financial accounting records. Researches, develops, and implements procedure methods to ensure the accuracy, transparency, and integrity of financial records and data.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Prepares and submits the Court's annual budget and other financial reports, including timely submission of required financial statements to federal, state, and local governments.
- Performs financial analysis, develops related statements and reports, and coordinates with the Court Administration on funding opportunities, excess, and shortages.
- Develops, implements, modifies, and improves upon policies, procedures, and rules to effectively manage operations and personnel for all financial service units.
- Manages the annual Capital Improvement Plan process and funds.
- Oversees the annual Child Care Fund budget, including preparing, reconciling, and submitting funding and reporting appropriately.
- Negotiates, administers, and manages contracts needed to complete Court operations; ensures accurate billing, payment, receipts, and disbursements.
- Monitors changes and updates within federal, state, and local laws, rules, and regulations that impact the accounting practices and procedures of the Court; communicates and implements appropriate changes to ensure continued compliance.
- Leads auditing processes, controls, reporting, and compliance protocols; develops appropriate remediation plans to address errors or deficiencies.

- Develops short and long-term plans and strategies to meet Court operational goals and objectives.
- Manages, monitors, and reports on Court operations performance against service level agreements and metrics.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in Finance, Accounting, Business Administration, or a related field
- 5 to 7 years of related work experience, such as Operations Manager, Financial Manager, or Accountant
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

VETERANS: Please provide your joint services transcript with your application.

County positions include a [benefits package](#) with medical coverage, paid leave, and much more. Available supplemental dental and vision. Defined Benefit pension after the vesting period.

TO APPLY FOR THIS POSITION:

All candidates must submit a Kalamazoo County Application for Employment accompanied by a resume. Application materials may be submitted online at:

<https://www.kalcounty.com/hrd/openings.php>.