

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **JUDICIAL FINANCE MANAGER**

Spec No.6083

### **ASIC FUNCTION**

To manage the Judicial Finance Division. Develop and manage the annual budget and provide fiscal information and analysis to leadership.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. 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 subordinate employees; selects, hires, and promotes employees, conducts employee performance evaluations and coaches and counsels employees concerning job performance matters, determines the need for employee discipline and imposes or 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; determines the fiscal impact of grants, contracts, leases and budget modifications; makes recommendations as needed.
5. Prepares and manages the annual budget; prepares program goals and objectives; collects and reports statistical information; monitors expenditures and revenues, confers with and advises superiors 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 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; ensures compliance with court orders, state statutes, county regulations, banking regulations, generally accepted accounting procedures and office policies.

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### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

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. May act as a liaison to the Finance Department.
11. Audits the accounting and financial systems for internal control. Represents the department in audits conducted by state and federal agencies.
12. Trains, leads and writes procedures and reports, interprets court rules and state statutes, delegates and evaluates training programs and analyzes work performance; and trains subordinate employees to perform these duties.
13. Answers unique or technically difficult questions that employees cannot answer; receives, investigates and resolves the public's complaints and problems.
14. May attend Executive and Council meetings to provide information on budgetary questions and issues as directed by department superiors.

### **STATEMENT OF OTHER JOB DUTIES**

15. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in finance, accounting, 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.

### **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
- office operations, practices and procedures
- court rules, procedures, laws and regulations governing the courts

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### KNOWLEDGE AND ABILITIES (Continued)

- 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 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 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
- communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds

### SUPERVISION

Employee reports to an Administrator or Elected Official, but may receive assignments from other members of the management team. Work is performed with considerable independence and is reviewed through reports, meetings, and results obtained.

### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: September 1986 as Judicial Accounting Supervisor  
Revised and Retitled: August, 1991, February 1999, April 2001 as Judicial Finance and  
Customer Service Manager; January 2008  
Revised and Retitled: July 2017, Judicial Finance and Budget Fiscal Manager  
EEO Category: 2 – Professionals  
Pay Grade 110 – Management and Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous