


Maryland Judiciary Job Description

	Official Title	Senior Fiscal Clerk
	Job Code	6119
	Business Title	Senior Fiscal Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is a clerical position performing high-level, complex accounting functions in court operations. Senior Fiscal Clerks are responsible for reviewing and verifying the work of cashiers and for recording, processing, maintaining and reconciling financial transactions to include, but not limited to, deferred payments, bond forfeitures, bad checks, revenue refunds, and CD or transcript requests. Serve as subject matter experts for all accounting, cashiering, and budgeting work and may be the sole accounting personnel in their assigned work location. Work is performed under moderate supervision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Reconciles agency accounting systems to fiscal accounting systems, locates and researches differences, traces discrepancies, makes adjustments, and maintains audit trail.
- Examines financial data to identify comparisons and develops procedures to increase consistency in the data.
- Creates, updates, and implements automated spreadsheets, ledgers, and reports using accounting software packages
- Oversees, reconciles, and balances tapes of all daily cash and credit card receipts; prepares daily deposit slips for the bank and sends transmittal reports to AOC.
- Trains other fiscal staff and resolves complex accounting issues.
- Assists cashiers as needed with researching and resolving any discrepancies or overage/shortage of tills.
- Tracks and maintains logs and generates various reports (daily/monthly) of accounting transactions to include, but not limited to, accounts receivable, adjustments, voids, refunds, returned checks, and escrow payments.
- Coordinates with Administrative Head on disbursements of escrow accounts for court costs not paid.
- Applies STARS payments received from Parole & Probation and Central Collection Unit.
- Prepares requisitions for purchases using GEARS.

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- Prepares certificate of deposits and bank slips; records escrow payments.
- Reconciles agency credit card payments with funds received by AOC.
- Maintains ledgers and reconciles monthly bank statements.
- Processes overdue accounts and submits to Central Collection Unit.
- Purchases office supplies and maintains inventories.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- Three (3) years of fiscal or accounting work experience.

Note:

- A Bachelor's Degree may substitute two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute two (2) years of required work experience.
- A Paralegal Certificate may substitute one (1) year of required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) or Governmental Accounting and Financial Reporting Standards (GASB).
- Principles and practices of bookkeeping and accounting in order to review, verify, record, adjust, and balance financial transactions.
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.

Skill in:

- Managing priorities to meet critical deadlines while multitasking.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Accuracy and attention to detail.
- Analyzing records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment.
- Organization and time management.
- The use of Microsoft Office products to include, but not limited to, Excel, Word, PowerPoint, Outlook, etc.

Ability to:

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- Acquire knowledge of Maryland Judiciary procedures, rules, practices, regulations, and jurisdictional courts.
- Apply job-related terminology, policies, procedures, regulations, and laws to define problems, collect data, establish facts, record data, appropriately complete forms, and provide information to customers.
- Perform a full range of basic accounting procedures.
- Review and analyze financial transactions, documents, records, and reports to obtain facts and verify accuracy.
- Interpret, apply, and follow a variety of written or verbal instructions.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Establish and maintain effective working relationships with other employees, superiors, and/or the general public.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees; may assist with training of new Fiscal Clerks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	January 2020
Dates revised:	October 2020