


## Maryland Judiciary Job Description

	<b>Official Title</b>	Supervisor, Fiscal Accounts, Court Operations
	<b>Job Code</b>	2123
	<b>Business Title</b>	Accounting Supervisor
	<b>FLSA Status</b>	Exempt

### POSITION SUMMARY

This position performs first-line supervisory responsibilities overseeing accounting transactions. Ensures timely and accurate financial processing. Handles escalated customer issues and acts as liaison with internal and external entities. Oversees a designated accounting unit that reconciles accounts and funds, ensures internal controls are followed, and participates in audit activities. Work is performed under minimal 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.*

- Computes credits and debits for accounts according to standardized codes, regulations and procedures promulgated by internal and external fiscal control entities.
- Supervises personnel related functions, including hiring, approving and maintaining leave records and time sheets, mentoring, counseling, and disciplining employees, and preparing performance evaluations; holds staff meetings and trains new and existing employees.
- Oversees the reconciliation process of Maryland Judiciary accounting systems PeopleSoft, General Enterprise and Resource Support (GEARS) to the State of Maryland's accounting system Financial Management Information System (FMIS).
- Supervises the Accounting Department and performs the duties of a Fiscal Clerk.
- Provides guidance to field in the areas of general ledger and trial balance reconciliation.
- Assesses Court costs and fines, processes transactions, and monitors the Fines & Cost account, Bond account, and the Court Registry account.
- Coordinates and prepares the annual closeout for all revenue accounts within the Judiciary.
- Runs and prepares various financial reports, projections, schedules, and fund surveys.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- High school diploma (or GED equivalent).

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- Five (5) years of fiscal or accounting work experience. One (1) year of lead, supervisor, or court specialist 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:

- Capabilities and applications of commonly used automated accounting software packages, such as PeopleSoft and General Enterprise and Resource Support (GEARS).
- 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.
- Maryland Judiciary's policies, procedures, laws, and forms involving various types of court cases and the implication each of these have on the accounting operations of the court.

### Skill in:

- 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.
- Interpersonal communication and relations.
- Problem solving, prioritizing, scheduling, and decision making.
- Guiding employees in demanding situations.

### Ability to:

- 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.

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- 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.
- Prioritize and handle multiple projects simultaneously.
- Establish and maintain effective working relationships with other employees, subordinates, superiors, and/or the general public.
- Conduct research and problem solve often complex issues, concerns, or situations that may arise.
- Read and interpret audit reports; formulate recommendations to correct unsatisfactory conditions and to improve operations.
- Develop, revise, establish, or implement office procedures and practices.
- Plan, coordinate, supervise, and evaluate work of staff.
- Prepare statistical tables and charts, financial summaries, and schedules using personal computer and related software.
- Maintain confidentiality.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.

### SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over other employees.

### 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.*

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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.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	January 2020
<b>Dates revised:</b>	October 2020