

TOLEDO MUNICIPAL COURT-Court Administrator's Office
CLASS SPECIFICATION
Finance Officer

Department: Court Administrator's Office
Reports To: Court Administrator
Job Code: 8010
Date Established:
Ordinance No:
Salary Level: 13
Classification Last Revised and Approved: January 16, 2013

DEFINITION: Under the general supervision of the Court Administrator. Coordinates, implements and monitors the Court's day to day financial operations and purchasing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

➤ **Oversees budget and payroll processing.** This includes, but is not limited to: preparing and maintaining payroll records; overseeing the processing of payments for supplies, services, equipment, and contracts; maintaining budgetary records and accounts; monitoring and reporting revenue and expenditure information; reconciling accounts; assisting in budget control of actual expenditures; reviewing and processing vouchers, purchase orders, invoices, and requisitions; preparing deposits for general and other fund accounts; preparing correspondence, legislation, and reports relating to budgets and statistics; preparing fiscal information in support of grant applications and administration; supporting auditing activities for general and other activities; attending and participating in budget hearings as required.

➤ **Coordinates purchasing of materials, supplies, equipment and services for Court use.** This includes, but is not limited to: sending out and receiving bids for goods and services; planning, negotiating, and administering material, supply and equipment procurement; recommending courses of action in the Court's sourcing and pricing decisions; analyzing bids for best prices, quality and vendor performance; researching and analyzing options for materials, supplies, equipment and services; coordinating maintenance and service contracts for property and equipment; investigating and resolving problems with invoices for billing and payment; tabulating unit prices for purchase order administration; coordinating delivery of goods and services; maintaining vendor relationships; monitoring and analyzing vendor performance and quality; communicating timely and effectively with management regarding purchasing matters; maintaining related documentation regarding purchasing, including comparative pricing, bids quotes and vendors; setting up vendors in SAP; creating and executing SAP reports for purchasing; coordinating the proper disposal of obsolete or surplus equipment and property.

➤ **Manages and audit contracts and contract performance.** This includes, but is not limited to: assisting in contract negotiations; monitoring and auditing contract performance; establishing measures of success for contract performance, making recommendations for improvement when appropriate; coordinating appropriate contract customer service and problem resolution;

coordinating contract extension, renewals, and close-outs; coordinating legal review of contracts and MOUs; preparing reports and statistical data to facilitate planning, maintenance and improvement of contracted services; coordinating with the City of Toledo departments as necessary.

➤**Coordinates all budgetary activities.** This includes, but is not limited to: preparing the budget, recommending resource allocation strategies; providing advice and consultation regarding budget activities; compiling overall data for the yearly budget, goals and objectives; formulating recommendations designed to conserve resources and/or improving delivery systems; coordinating auditing processes; developing spreadsheets, reports and budget history; monitoring budget adjustments; preparing financial information and special reports; maintaining liaisons regarding budgetary and fiscal matters with the City and County.

➤**Performs executive administrative functions.** This includes, but is not limited to preparing reports and data for the annual report; composing and preparing correspondence and forms of a complex nature; participating in study and analyses of business practices and processes; preparing legislation as needed; researching and recommending new work methods or systems to improve productivity; providing technical support and expertise to the Court Administrator's staff and other personnel in the activities detailed above.

➤**Other duties as assigned. The Toledo Municipal Court Judges' Division retains the right to add, delete or modify the duties of this position at any time.**

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge of accounting and fiscal operations and procedures
- Knowledge of budget principles and procedures
- Knowledge of budget formulation and execution
- Knowledge of government accounting principles
- Knowledge of City and Court administrative and personnel policies, procedures, rules and regulations
- Knowledge of the purposes, methods, and uses of expenditure monitoring and cost control
- Knowledge of financial record-keeping, public sector accounting, and objective audits of court expenditures
- Knowledge of public purchasing practices, principles, and terminology
- Knowledge of supplies, services, materials, and equipment used by the Court
- Knowledge of On-Base, MS Word, Powerpoint, Excel and Outlook
- Knowledge of contracting principles
- Knowledge of statistics
- Knowledge of general management principles
- Knowledge of SAP or similar ERP
- Knowledge of modern office practices and equipment, including telephone techniques/etiquette
- Knowledge of business correspondence, including proper spelling, grammar and punctuation
- Knowledge of MS Windows 7
- Knowledge of complex record keeping systems, including updating/maintaining systems

Skill in:

- Skill in organizing and prioritizing work
- Skill in researching and compiling information
- Skill in portraying data in a variety of formats
- Skill in analyzing complex situations
- Skill in using available resources to resolve problems
- Skill in interpersonal relations
- Skill in interpreting policies, rules, and other written guidance
- Skill in establishing and maintaining close working relationships with the City and County budget, finance, and purchasing offices
- Skill in organizing work activities and managing and meeting multiple deadlines.
- Skill in working with others to use technology to improve the business practices of the judicial branch.
- Skill in explaining budgetary and fiscal principles to a layperson
- Skill in developing purchase specifications and analyzing bids
- Skill in presenting ideas clearly and persuasively, orally and in writing
- Skill in operating office equipment (including, but not limited to, computer, scanner, copier, fax, dictation transcription equipment, and calculator)
- Skill in summarizing information
- Skill in written and verbal communication, including speaking clearly and listening carefully
- Skill in proofreading
- Skill in preparing, organizing and maintaining information/records
- Skill in dealing with others, such as vendors and criminal justice agencies, and establishing and maintaining effective working relationships with others

Ability to:

- Ability to assess problems and recommend possible courses of action
- Ability to accept and implement change
- Ability to communicate effectively
- Ability to be accountable for work and self
- Ability to set a positive example for others
- Ability to maintain a professional demeanor and self-control under stressful circumstances and to maintain effectiveness under stressful circumstances
- Ability to listen and collaborate
- Ability to learn
- Ability to accept direction, coaching, and constructive criticism
- Ability to provide work direction to support personnel as needed
- Ability to follow directions
- Ability to maintain the standards of ethics and professional responsibility associated with fiscal management
- Ability to maintain confidential documents and information

- Ability to interact in a courteous and professional manner with diverse populations, including but not limited to judges, co-workers, other departments/agencies, and others (including vendors and criminal justice organizations)
- Ability to prioritize multiple tasks
- Ability to work independently with minimal direction
- Ability to answer the phone
- Ability to listen effectively
- Ability to exercise sound judgment
- Ability to effectively manage time and meet deadlines
- Ability to take accurate notes
- Ability to create, maintain and use filing system

Personal Characteristics of:

- Honest, organized, detail oriented, analytical, dependable, professional, and courteous

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree required, preferably in business, public administration or related field.

Availability: Must be able and available to work during the department's business hours on the days required. Must be available to work outside regular business hours when necessary on a non-routine basis.

Experience: Three years substantive experience in budgeting, fiscal administration, or accounting required. Experience in corporate or government accounting preferred, but not required. Experience in procurement of materials, supplies, equipment and services preferred, but not required. Experience using SAP-ERP preferred, but not required. A master's degree may be substituted for one year of experience.

Background: May not have prior convictions that would, or appear to, adversely affect the ability to support the work and function of the Court. Convictions, including but not limited to, of crimes involving fraud, theft, or crimes involving violence or weapons are incompatible with this position.

ENVIRONMENTAL FACTORS AND PHYSICAL DEMANDS:

The physical demands and work environment described are representative of those associated with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- An employee is regularly required to read typed and handwritten documents.
- An employee is regularly required to walk, stand, stoop, kneel and bend. May involve manipulating up to 35 pound items.
- An employee is frequently required to handle office supplies and equipment.
- An employee is constantly required to type and use the computer and other office equipment.
- An employee is frequently required to communicate orally.