

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Budget Analyst Senior  
**OCCUPATIONAL CATEGORY:** Professionals  
**DIVISION:** Probation  
**EFFECTIVE DATE:** 8/15/2020



**CLASS CODE:** J254  
**FLSA:** Exempt  
**SALARY RANGE:** 20  
**STATUS:** Classified

### JOB SUMMARY

Under general supervision performs works of considerable difficulty in the preparation and administration of the Adult and Juvenile Probation Division's budget; performs related work as required.

### REPORTS TO:

Work is performed independently under administrative direction of the Chief Probation Officer and Juvenile Court Director.

### SUPERVISION EXERCISED

Exercises technical, functional and/or direct supervision of subordinates.

### ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Prepares budget requests for state and county budgets; compiles, reviews and prepares budget documents; works with division heads regarding process, procedures and protocols to make budget requests.
- Projects revenues and expenditures.
- Prepares monthly, quarterly and closing activities.
- Ensures compliance with financial procedures of the department, county and Administrative Office of the Courts.
- Responsible for development of policies, systems, procedures relating to internal financial controls.
- Provides advise and assistance to diverse department functions to ensure compliance with county policy, statutory requirements and generally accepted accounting principles, and government accounting procedures.
- Reviews and evaluates budget requests.
- Evaluates programs and recommends appropriate improvements.
- Monitors and analyzes accounts and budget variances.
- Maintains organized set of detailed records and files to document financial transactions.
- Prepares costing studies to support proposed departmental activities.
- Supervises, directs and reviews the work of professional and clerical support staff (including, but not limited to, cash reconciliations, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.)
- Reviews and verifies complex financial and budgeting data and documents to ensure accuracy.
- Resolves complex accounting issues and assists other personnel in resolving financial issues.
- Engage in critical and confidential aspects of accounting.
- Advise division heads on matters of fiscal procedure.
- Analyzes proposed financial projects and commitments versus budget allocations.
- Coordinates the assembly and dissemination of budget documents and reports.
- Participates in the development of budgeting and reporting procedures.
- Develops procedures for tracking financial commitments.
- Reviews contracts, agreements, and purchase requisitions and ensures availability of funding for procuring goods and services.
- Reviews and assesses grant funding expenditure requests; reviews parameters of grant(s); determines if funding requests fit within the limits of grant(s) approves or denies request(s).

- Responds to financial data inquiries and special reporting requests.
- Orders and monitors inventory of supplies, materials and/or equipment; maintains and updates a variety of statistical, financial equipment/inventory and other files.
- Participates in interviewing and hiring new staff, implements training for new and ongoing staff, coordinates, prioritizes and assigns tasks and projects; monitor employee performance and conduct performance reviews.

### **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes administrative orders, case law and other relevant directives.
- Knowledge of principles, practices and methods of budgeting/Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB) and Minimum Accounting Standards (MAS).
- Knowledge of principles, practices and methods of financial analysis.
- Knowledge of governmental budgeting practices and data processing systems.
- Knowledge of budgetary administration, control and monitoring.
- Knowledge of supervisory principles and practices.
- Knowledge of principles and practices of public administration.
- Knowledge of principles, practices, and terminology of advanced governmental accounting.
- Knowledge of theory, principles, practices and techniques associated with financial and economic analysis.
- Knowledge of standard office practices.
- Knowledge of Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

#### **Skill in:**

- Skill in communicating and maintaining professionalism with the public, co-workers and work contacts.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in accessing, evaluation, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in conducting critical analyses and research.
- Skill in reconciling accounts.
- Skill in preparing complex financial reports and documentation.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

#### **Ability to:**

- Ability to apply accounting principles and techniques.
- Ability to review, prepare and analyze accounting transactions, to establish procedures within established guidelines and to prepare financial statement and technical reports in accordance with varying regulations and reporting requirements.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Ability to analyze complex problems and situations and suggest appropriate solutions.
- Ability to conduct detailed research and prepare reports and findings.
- Ability to analyze, audit and interpret accounting records, financial statements, computer printouts and reports of financial and accounting systems for completeness and accuracy.
- Ability to establish and maintain effective working relationships with employees, Court and County officials and other agencies and the public.
- Ability to follow written and verbal instructions.

### **WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general public.

### **WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.

### **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

Bachelor's degree in accounting, business administration, finance or related field and four (4) years of increasingly responsible professional governmental accounting and/or budgeting experience, OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### **SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.