

**Second Judicial District Court
Washoe County, Nevada**

COURT FISCAL MANAGER

Filing Deadline: October 9, 2009 at 5:00 p.m.

Applications may be mailed to:

Tiffany Clements, HR Department
Office of Court Administration
Second Judicial District Court
PO Box 30083
Reno, Nevada 89520-3083

All mailed applications must be postmarked not later than October 7, 2009 to receive consideration.

SALARY RANGE

\$69,569.80 to \$90,500.80 annually, plus benefits

DEFINITION

The Court Fiscal Manager is assigned to Court Administration, serving at the pleasure of the District Court Administrator. The Manager would plan and oversee, along with Court Administration and the District Court Judges, the Court's budget input and output; conduct professional accounting and fiscal analysis in the review and preparation, maintenance, and verification of the Court's fiscal and accounting records; contract administration; state and federal grant oversight and reporting; oversee Filing Office accounting functions and audit process; serve as a contact for County Finance and Comptroller; oversee inventory and supply orders; oversee and respond to court statistical requirements set by the Nevada Supreme Court and Administrative Office of the Court; and other duties as assigned. This position would also exercise supervision over clerical and technical support staff.

SUPERVISION EXERCISED

Exercises direct supervision over clerical and technical support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop, implement and monitor fiscal policies and procedures ensuring the efficient and accurate fiscal operation of the Court and fiscal compliance with Federal, State, and County requirements.

Manage Court fiscal services, update the Court's cost allocation plan, review, analyze, and monitor all fiscal functions, including maintenance of financial records and preparation of financial reports, working with other Court staff as necessary. Forecast revenues and expenditures as well as payments for services. Prepare strategic financial analyses.

Plan, direct, and supervise the Court's clerical and technical support staff in various programs, eligibility determinations in fiscal and grant operations.

Perform reviews and reconciliations of financial information, to ensure accuracy, financial integrity and compliance with statutory and regulatory requirements.

Analyze data, conduct research of statutory issues, monitor fiscal records and compliance with statutory requirements; prepare financial statements; perform fiscal analysis; analyze, review and conduct research to ensure financial reports meet program and legal requirements.

Document, review and maintain departmental procedures and policies to assure consistency and provide training tools.

Review required local, state, and or federal financial reports for accuracy, consistency, compliance with statutory requirements and adherence to policies and procedures to ensure adherence and financial integrity.

Prepare fiscal year budget for the responsible divisions; monitor spending and recommend/initiate corrective action to ensure fiscal compliance.

Administer and manage all contracts of the Court, including collection of revenues from grants, services changes, and fees.

Manage Court grants, including transmittal letter, application packages, project assurances, financial reports, program reports, and related audits while insuring compliance with grant requirements.

Prepare and review assigned areas of annual and interim financial reports.

Initiate, review, and implement thorough internal controls, policies, and procedures for assigned areas of responsibility.

Design and prepare various internal fiscal management reports for the business operations.

Communicate with Court Administration and other staff regarding the timeliness, accuracy, and implications of financial records and data.

SPECIAL REQUIREMENTS

Ability to

Work in a standard office environment;

Lift and move objects weighing up to 50 lbs.;

Use office equipment including computers, telephones, calculators, copiers, and fax machines;

Operate a motor vehicle and have possession of a valid driver's license issued by the State of Nevada.

EXPERIENCE AND TRAINING REQUIREMENTS

Minimum

A bachelor's degree from an accredited college or university in Accounting, Finance or a closely related field, plus five years of full-time professional accounting experience; OR an equivalent combination of related education and experience.

Preferred

Graduate degree in a related field or Certified Public Accountant.

HOW TO APPLY

In order for you to be considered for this position, you must complete a Second Judicial District Court Application for employment. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications may be obtained from the District Court Administrator's Office, 2nd floor, 75 Court Street, Room 220, Reno, Nevada 89501 or via the Court's website at www.washoecourts.com. Applications will be accepted until **5:00 p.m. on October 9, 2009** at the District Court Administrator's Office.

DISABLED INDIVIDUALS REQUIRING ACCOMMODATION DURING THE APPLICATION AND/OR HIRING PROCESS SHOULD NOTIFY THE COURT ADMINISTRATOR BY THE FILING DEADLINE.

THE SECOND JUDICIAL DISTRICT COURT, WASHOE COUNTY, VALUES DIVERSITY IN ITS WORK FORCE AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, AGE, RELIGION, DISABILITY OR NATIONAL ORIGIN IN THE ACTIVITIES IN WHICH IT OPERATES.

ALL APPLICANTS ARE SUBJECT TO FINGERPRINTING FOR THE PURPOSES OF BACKGROUND, CREDIT, AND SECURITY CLEARANCE CHECKS.