POSTED: October 3, 2016
REMOVED: October 10, 2016

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: ACCOUNTANT
FAMILY COURT DIVISION
(Unionized through A.F.S.C.M.E District Council 47)

(Open to new hires, promotion or transfer)

SALARY: $60,161 - $66,743 (S26)

REQUIREMENTS:

1. Completion of a bachelor's degree program at an accredited college or university with specialization in accounting.
2. Additional training and accounting experience preferred; Certified Public Accountant credential a plus.

OR

Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a bachelor's degree or equivalent.

3. City of Philadelphia residency required within six months of successful completion of orientation period.
4. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is professional accounting work at the full performance level in the maintenance of fiscal records and preparation of related reports for use by administrative officials. A candidate selected for appointment to this position may be assigned to either the Juvenile Branch or Domestic Relations Branch of Family Court, and may be reassigned to either Branch as required by business needs. Candidates who are deemed qualified but are not selected for the position at hand may be placed on an eligibility list for a period of one year for possible future consideration.

DISTINGUISHING FEATURES

Employees of this journey level professional class plan, assign, facilitate and review the work of professional and subprofessional accounting personnel in the maintenance of complex fiscal records. Periodic statements are prepared and reviewed but maintenance of routine records is handled by subordinates. The employee exercises considerable judgment in charging or crediting of accounts and in the distribution of costs. Technical advice and/or supervision is given to accounting technicians and other personnel. General supervision and policy guidance is received from an administrative superior. The employee is expected to provide fiscal data to operating officials and related staff support units on a periodic basis. The work of the employee constitutes a facilitating service to superiors in formulating

decisions based on financial data.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, directs, and supervises the work of accountants or a limited number of accounting technicians or other clerical personnel engaged in the maintenance of an accounting system which normally involves fund accounting, and general accounting, including accounts receivable, accounts payable, inventory control property control, resources investigations, payroll, etc.
- Prepares complex special and periodic financial reports reflecting expenditures, receipts, obligations and court financial participation in state, city or federally funded programs.
- Establishes internal procedures for the continuous control and audit of accounts to ensure compliance with federal, state, and city guidelines, rules and regulations.
- Assists in the development of new systems and procedures for the operation of the accounting unit.
- Supervises accounting personnel engaged in entering, adjusting, reconciling and auditing financial data in an automated accounting system.
- Maintains a grants management system including determining availability of grants, reviewing grant proposals and awards and preparing required reports of grant receipts and expenditures.
- Assists in the preparation of the annual budget document, conferring with section heads and program directors; prepares detailed budgetary reports for comparison of expenditures and obligations to planned expenditures.
- Approves adjustment journal vouchers and verifies the appropriateness of the adjustments and the accounts involved.
- Confers with administrative superiors on matters pertaining to expenditures, receipts, allotments, purchases, appropriations, account numbers, etc. and prepares correspondence as required.
- Performs internal auditing functions involving various units of court operations.
- Accumulates and analyzes salary and overhead costs for special program personnel and calculates the billable portion.
- Maintains an inventory record of projections and reports related to incentive payments, provides a monthly breakdown of status of all accounts, and provides a quarterly status and statistical report of cases and collections.
- Generates revenue and expense statements issued quarterly.
- Provides requested fiscal information to administrative and management personnel.
- Maintains liaison with Court staff units, City's fiscal department, and federal and state units involved in special programs.
- Works with Data Processing personnel in implementing and maintaining computerized systems.

MARGINAL FUNCTIONS

Answers the telephone or may meet or greet callers.
Provides general information pertaining to the function assigned.
Replenishes the paper supply for computer printer, copier or fax machine.
Performs related work as required.

ENVIRONMENTAL CONDITIONS

Standard clerical office conditions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Considerable knowledge of accounting principles, practices and procedures.
- Knowledge of the principles and practices of office management.
- Knowledge of the principles and practices of governmental accounting.
- Knowledge of data processing techniques and computer applications as they relate to maintenance of accounting records and fiscal needs.
- Skill in the analysis and maintenance of accurate accounting records.
- Ability to learn the legal regulations and related governmental agency directives governing the assigned accounting system.
- Ability to utilize personal computer and applicable software applications in the performance of daily duties.
- Ability to maintain general and subsidiary ledgers and journals.
- Ability to prepare and interpret a variety of accounting statements, and reports.
- Ability to analyze and examine financial records.
- Ability to assign, supervise and review the work of a small staff of technical and clerical employees engaged in maintaining financial records.
- Ability to establish and maintain effective working relationships with fellow employees and outside agency personnel.

PHYSICAL AND MEDICAL STANDARDS

Ability to perform the essential functions of the position.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employe