



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Accountant Analyst

<b>Title of Immediate Supervisor:</b>	Supervisor of Accounting
<b>Department/Division:</b>	Finance / Office of State Court Administrator
<b>Pay Grade/FLSA Status:</b>	15 / Exempt
<b>Job Titles Accountable For:</b>	None

### General Summary or Purpose

The Accountant Analyst is responsible for reviewing, evaluating, and analyzing revenue accounting procedures and practices of all courts covered under the court system and for developing procedures and policies to assure proper accounting controls and procedures for enhancing the accounting of revenue operations. Provides oversight and coordination to all courts in assuring the proper development and implementation of revenue accounting controls, enhancement, and procedures. Oversees payroll and benefits for the court system.

Positions assigned to this classification follow routines and processes established by others.

### Major Responsibilities & Essential Functions

1. Develops policies and procedures to enhance internal accounting controls designed to safeguard revenues received by the court system.
2. Analyzes revenue accounting systems and recommends changes to ensure accounting internal controls meet generally accepted methods of accountability. Recommends software enhancements or changes to implement changes proposed and works with staff to implement any necessary changes.
3. Serves on various management committees responsible for developing management systems and procedures that may include issues impacting the accounting of court revenues.
4. Develops and analyzes district court statistics to assure appropriate accounting of funds and case filings. Develops charts and spreadsheets to facilitate the management of court-related revenues. Provides training to court and administrative personnel in the implementation of management and accounting procedures to assure consistent treatment, documentation, and reporting of revenues across the system.
5. Develops approach to conducting accounting audits/reviews, conducts reviews, and evaluates district court operations to identify, define, and resolve problems in the implementation of revenue accounting policies and procedures.
6. Reconciles cash accounting records.
7. Provides training to court and administrative personnel in the implementation of management and accounting procedures to assure consistent treatment, documentation, and reporting of revenues across the system.
8. Oversees payroll and benefits. Assists others in making benefit and payroll entries and changes in the payroll and benefit systems ensuring employee information in these systems are accurate. Tracks and reconciles monthly payroll changes. Manages the maintenance of the salary administration system.
9. Performs other duties of a comparable level or type or as assigned.

### Minimum Qualifications

Requires a bachelor's degree in accounting or related degree and three years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the degree and experience requirements.

### Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.



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## Accountant Analyst

### Knowledge Requirements

- Considerable knowledge of generally accepted accounting principles and practices.
- Knowledge of general fundamentals, principles, and practices of public accounting and audit and accounting practices.
- Knowledge of relevant laws and policies pertaining to judicial fiscal matters.
- General knowledge and understanding of functions, purpose, and organization of the judicial system.
- Knowledge of accounting software and accounting systems and functionalities, use, and operations.

### Skill Requirements

- Skilled in interpreting and understanding of laws, rules, policies, and guidelines pertaining to business and accounting practices and procedures.
- Skilled in assessing, evaluating, designing, and implementing appropriate accounting controls and/or procedures to assure the appropriate accounting treatment of court revenues.
- Skilled in communicating with individuals at all levels within and outside of the organization concerning fiscal and accounting practices, concerns, issues, or discrepancies.
- Skilled in the use and development of spreadsheet design and the application of automated accounting software systems.
- Skilled in planning, organizing, implementing, and carrying out the responsibilities and requirements of the work independently within the authority delegated to the job.
- Skilled in writing and preparing clear, concise, and detailed accounting and general business reports, statements, documents, or correspondence.

### Physical Requirements

- The essential functions of the job typically require: grasping, seeing, walking, sitting, talking, hearing, feeling, fingering, and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office environment.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

### Job Classification History

- 10/25/2000 - Description updated by NDUJS.
- 3/5/2001 - Classification description updated by BCC.
- 1/5/202011 - Supreme Court approved reclassification from pay grade 14 to pay grade 15.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.