



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Supervisor of Accounting

Title of Immediate Supervisor:	Director of Finance
Department/Division:	Office of State Court Administrator / Finance
Pay Grade/FLSA Status:	18 / Exempt
Job Titles Accountable For:	Accountant Analyst / Payroll and Benefits Specialist / Account Technician

General Summary or Purpose

The Supervisor of Accounting is responsible for directing and supervising the accounting operations of the judicial system in accordance with the administrative policies of the judicial system, directives of the Director of Finance, and generally accepted accounting principles and procedures and relevant state/federal laws. Develops and implements accounting processes, procedures and controls to assure the accurate accounting of revenues and expenditures. Oversees the processing of accounts payable, the preparation and maintenance of employee benefits and payroll. Manages the current salary administration step system and serves as the primary employee contact for questions or concerns involving the step system.

Major Responsibilities & Essential Functions

1. Supervises the accountant analyst in analyzing, evaluating and implementing accounting controls over revenue accounting operations and the accounting technician in the processing of accounts payable, preparation and maintenance of employee payroll, benefits and accounting systems. Supervises all activities necessary to assure for the proper accounting of the general ledger and all accounting transactions of the judicial system.
2. Develops and implements accounting procedures and processes to assure the proper and accurate accounting of judicial revenues and expenditures in accordance with generally accepted accounting practices and state/federal laws.
3. Manages and oversees the maintenance of the employee salary administration step system. Serves as the primary employee contact with respect to questions, concerns, or interpretations regarding the step program. Sends quarterly step letters to employees eligible for step changes.
4. Oversees and coordinates any state or federal financial audits of the judicial system. Assists in the preparation of any schedules, reports or financial information needed by auditors. Supervises the implementation of any audit recommendations or proposed accounting changes.
5. Coordinates the issuance of tax documents to ensure compliance with tax reporting requirements.
6. Coordinates the accounting of judicial activities associated with the planning for state fleet services and the monitoring and tracking of expenditures for IT telecommunication services.
7. Serves as the judicial risk manager in matters pertaining to cash, property and employee risk coverage. Implements accounting internal controls to safeguard receipts, to maintain adequate property insurance and employee risk coverage levels.
8. Resolves accounting questions, discrepancies, problems or issues when they occur and collaborates with judges, directors, department heads, employees, other governmental agencies or outside vendors in addressing accounting related issues.
9. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a minimum of a Bachelor of Arts or Bachelor of Science in accounting, business administration or related area and a minimum of five years accounting and/or auditing experience.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.



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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 payroll and employee benefit accounting procedures, issues, and practices.
- Knowledge of relevant laws and policies pertaining to judicial fiscal matters.
- Knowledge and understanding of functions, purpose and organization of the judicial system.
- Knowledge of accounting software and accounting systems and functionalities, use and operations.
- Knowledge of administrative policies and fundamentals of human resource management as it applies to supervising employees.
- Knowledge of the fundamentals and general practices pertaining to property and employee risk management.

Skill Requirements

- Skilled in supervising, planning, evaluating, training and providing technical direction, guidance, and assistance to both professional and technical accounting personnel.
- Skilled in interpreting and understanding complex laws, rules, policies and guidelines pertaining to accounting practices and procedures.
- Skilled in assessing, evaluating, designing and implementing appropriate accounting controls and/or procedures to assure the appropriate accounting treatment and accounting for revenues and expenditures.
- 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 delegating duties and responsibilities to staff in accordance with the requirements of the job and their individual skills and attributes.
- Skilled in planning, implementing and carrying out the responsibilities and requirements of the work independently within the authority delegated to the job.
- Skilled in evaluating and analyzing the fiscal and organizational impact and implications of accounting reports/statements.
- 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: seeing, grasping, 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.
- Employee may be required to travel in the performance of the job. Employees have control over scheduling and travel arrangements and can adjust schedules due to adverse weather or travel conditions. The majority of the job is performed in a comfortable office environment.
- 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.
- 3/2001- Classification description updated by BCC.
- 1/2/2002-Description reviewed and minor changes made by BCC per dept. comments.



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- 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.