

RENO JUSTICE COURT



WASHOE COUNTY, NEVADA

Finance/Business Administration Supervisor - \$57,636 - \$77,792

Reno Justice Court is seeking qualified candidates to apply for the position of Finance/Business Administration Supervisor. With more than 35,000 annual filings, Reno Justice Court is the busiest limited jurisdiction court in northern Nevada and the 3rd largest in the state. Our mission is to promote and preserve the rule of law and protection of rights by providing a fair, independent, and impartial forum for the peaceful resolution of legal conflicts. Reno is consistently voted as one of America's most livable and affordable cities and is a great place to live, work, and play. Along with no state income taxes, Washoe County offers a comprehensive benefits package that includes retirement, medical, dental, and vision.

Closing Date:	Until Filled – First Review July 17, 2017
Annual Salary:	\$57,636 - \$77,792
Includes:	Comprehensive Benefits Package
Application Requirements:	Complete application packets will include the following: <ul style="list-style-type: none">✓ Reno Justice Court Application✓ Cover Letter✓ Resume✓ References (Three)✓ Documentation of Education and Certifications
How to Apply:	Deliver completed application packets to: By Email: HHowden@washoecounty.us By Mail: Heidi Howden, PO Box 11130, Reno, NV 89520 Hand Delivered: 1 South Sierra Street, Reno, NV 89501 Reno Justice Court is an Equal Opportunity Employer



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Position Overview

Under general direction of the Court Administrator, the Finance/Business Administration Supervisor performs accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the court's fiscal and accounting records in accordance with established Minimum Accounting Standards (MAS) of the Administrative Office of the Courts; assumes day-to-day responsibility for fiscal and accounting activities of the court; monitors budget plans, cash flow deficiencies, and compliance with statutory requirements; prepares journal entries and financial statements; communicates with court management regarding fiscal and compliance matters; maintains contracts; prepares and submits reports for state and federal grants; and performs work related to accounting, finance and court business as necessary.

Experience and Training Requirements

A Bachelor's degree from an accredited college or university in Accounting, Finance, Business, or a closely related field, plus two years of full-time professional accounting/business experience; OR an equivalent combination of education and experience. Knowledge and familiarity of SAP is preferred.

Supervision Exercised

Position typically exercises direct supervision of accounting and administrative support staff.

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Examples of Duties

The individual will be responsible for the day-to-day accounting and fiscal service functions of the Reno Justice Court. Typically the duties include the following: Daily Reconciliation, Conversions, Refunds, Purchase Orders, Budget and Grant Management. In addition, the individual will need to utilize SAP to review the General Ledger, pay invoices, validate court financials in case management system (Odyssey) and complete monthly reconciliations.

Ideal candidate will be responsible for court business which includes monitoring and evaluating the efficiency and effectiveness of court's financial procedures, resource allocation and usage while identifying opportunities to apply costs savings in the court; thus making recommendations to the Court Administrator for process improvements, best practices and reengineering opportunities.

Job-Related Knowledge, Skills and Abilities

Knowledge:

Understand and comprehend the MAS, general accounting principles and practice, in addition to banking procedures, general ledger and business transactions while adhering to County policies regarding budget and finance.

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Skills:

Daily fiscal services and accounting activities utilizing SAP as well as computer software specific to the court case management system (Tyler Odyssey) in accordance with the principles of accounting, budget and finance.

Ability:

Plan, coordinate and direct fiscal operations of Reno Justice Court including revenue and expenditure actual and forecast, budget projections and preparation, and grant monitoring.

Operate Microsoft Office programs, especially Excel and able to work in County SAP system

Maintain concise, and accurate fiscal accounting records, fiscal notes and cost benefit analysis.

Special Requirements

Ability to sit for extended periods of time while utilizing desktop computer. Frequent standing and walking does occur and must be able to lift and move objects weighing up to 25lbs.