

**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

POSITION: Budget and Fiscal Administrator
Court Administration, Financial Services

(Open to New Hires, Transfers, and Promotions)

SALARY: \$80,057 - \$89,471 (G33)

REQUIREMENTS:

1. Bachelor's degree with course work in accounting from an accredited college or university.
2. Five (5) years of progressively responsible experience in budget and/or fiscal administration, including the analysis and evaluation of budget documents for conformance with fiscal policies and budgetary and accounting principles and practices in a government agency or corporation.

OR

Any equivalent combination of training and experience providing the characteristics required to perform the essential functions of the class may substitute for those listed.

3. City residency required within six (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

CERTIFICATIONS, PROFESSIONAL DESIGNATIONS, LICENSING AND OTHER PREREQUISITES

Certified Public Accountant (CPA)

GENERAL DEFINITION:

This is fiscal management work in the formulation, preparation, and control of the FJD's operating and grant funded budgets. Work includes analysis of financial policy issues, review of various budget, fiscal, grant and operational reports and ensuring grant compliance. Interaction with department officials, City Officials, and representatives of the financial community is significant to the work. This position will have supervisory responsibility for accounting and fiscal staff. Work is performed under the direction of the Deputy Court Administrator of the Financial Services Department.

ESSENTIAL FUNCTIONS:

The following are typical examples of work (Illustrative Only). These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned as necessary.

- Participates in the management and coordination of all fiscal reporting activities for the FJD.
- Participates in the preparation of the departmental budget submission and implement budget appropriation.
- Researches, prepares and analyzes financial reports.
- Prepares and files Federal, State and local government reports.
- Conducts bank reconciliations.

- Participates in development of new programs by preparing financial analysis and projections.
- Assists departmental officials in projecting expenditures and funds needed to support grant program applications.
- Reviews financial documentation of grant applications, extensions and modifications as to correctness of format and computation.
- Prepares a variety of grant accounting forms, encumbrance forms, payment vouchers and revenue deposit forms in conformance with procedures and directives from the City Finance Department.
- Prepares and maintains various ledgers to account for all expenditures (grant and otherwise).
- Maintains files of all documentation such as copies of invoices, statements of operations, deposit slips, etc. pertaining to individual grants.
- Works with program directors to implement and monitor grant budgets. Reviewing contractual requirements to assess department's ability to comply. Monitoring to insure department compliance throughout term of grant/contract.
- Provides information to auditors from records maintained.
- Prepares periodic reports to granting authorities, deposits and accounts for grant revenue checks.
- Supervises and/or directs the work of accounting and fiscal staff members.

MARGINAL FUNCTIONS:

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Considerable knowledge of the application of accounting controls to the collection of grant revenues.
- Considerable knowledge of the principles and procedures of governmental accounting, with particular reference to federal grants.
- Ability to ensure conformity and compliance with various federal, state, and private grant agencies.
- Considerable knowledge of the Generally Accepted Accounting Principles (GAAP).
- Knowledge of commercial, corporate and governmental accounting applications.
- Knowledge of the principles and practices of budget preparation, administration and analysis.
- Advanced knowledge of spreadsheet based applications and ability to create advanced spreadsheets.
- Ability to perform impact analysis for various expenditure scenarios.
- Ability to maintain various ledgers and records.
- Ability to prepare periodic financial progress reports.
- Ability to make pertinent recommendations to departmental officials concerning related budget requests and grant application and administration.
- Ability to identify, analyze and evaluate significant trends in revenue and to make cogent budgetary and grant management recommendations based on such trends.
- Ability to establish and maintain effective working relationships with associates, departmental officials and officials of other government jurisdictions.

PHYSICAL AND MEDICAL STANDARDS:

Ability to meet approved minimal physical and medical standards.

ENVIRONMENTAL CONDITIONS:

Standard office conditions.

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 employer.