

**POSTING DATE: October 7, 2015**  
**REMOVAL DATE: October 21, 2015**

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

**POSITION: Court Administrative Officer III, Finance Manager**  
**Office of Judicial Records - Civil**

**(Open to New Hires, Promotions or Transfers)**

**SALARY: \$53,975 - \$59,826 (G25)**

**FILING DEADLINE: Wednesday, October 21, 2015 at 4:00 pm**

**REQUIREMENTS:**

1. A bachelor's degree from an accredited college or university, preferred
2. 2-4 years of experience in accounting, finance, auditing or bookkeeping.
3. Ability to multi-task, work under pressure and meet deadlines required.
4. Proven ability to develop and train people on how to use financial spreadsheets.
5. Knowledge of Microsoft Excel, Word, Power Point and accounting program.
6. CPA or experience managing a small-medium accounting department.
7. City residency required within six (6) months of satisfactory completion of an orientation period.
8. Ability to perform the essential functions of the position.

**GENERAL DEFINITION:**

The Finance Manager is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Finance Manager supervises four staff accountants and cashier and is responsible for managing the team and ensures that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including revenue collection, general ledger preparation, financial reporting, audit preparation etc. The Finance Manager will report directly to the Department's Chief Financial Officer have contact with managers, Deputy Directors and other senior-level managers. The position requires strong interpersonal communication skills both written and verbal. Work includes managing and directing a group of employees and is marked by high-level interaction with management, the general public, councils, boards, etc. in an advisory role. Duties are performed with some degree of independence with some latitude for judgment.

**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.***

- Demonstrate initiative, knowledge and ability to review, identify and improve the operations in compliance with Standard Accounting Practices (SAP)
- Assist in development and implantation of new procedures ( Standard Operating Procedures ) to enhance the work flow of the Office
- Responds to inquiries from Deputy Directors, and other senior level managers, regarding special reporting requests
- Generate monthly reports of accounts receivables, accounts payable and general ledger transactions. Oversee the completion of bank and funds reconciliations
- Commitment to quality and excellence in all forms of communication
- Establish rapport and trust with a range of staff members identifying team and project needs and remaining open to considering multiple points-of-view
- Outline expectations and communicate effectively with the team members
- Effectively assign, delegate and coordinate the work of team members
- Encourage and demonstrate unity behind team and Department' decision making
- Handle personnel issues related to staff conflicts, absenteeism, performance issues etc.

#### **ENVIRONMENTAL CONDITIONS:**

- Standard clerical office conditions.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Considerable knowledge of the English language and grammar usage.
- Considerable knowledge of office management standards, procedures and practices.
- Considerable knowledge of supervisory methods and practices.
- Some knowledge of the principles of procedures analysis, work simplification, and forms and records control.
- Knowledge of the principles, standards and goals of administrative organization and management.
- Ability to learn within a reasonable period of time the functions, policies, procedures and operations of the court unit to which assigned.
- Ability to supervise a moderate sized group of clerical and technical employees engaged in varied tasks.
- Ability to represent the assigned unit in conferences and meetings with the public and private officials.

**The First Judicial District is an Equal Opportunity Employer. In compliance with the American 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.**