

**INGHAM COUNTY  
JOB DESCRIPTION**

**FINANCIAL COORDINATOR - DISTRICT COURT**

**General Summary :**

Under the supervision of the District Court Administrator, responsible for the Court's bookkeeping system including the receipting and posting of monies, balancing accounts, reconciling statements, preparing financial summaries, and preparing financial transmittals and disbursements. Assists the public with court policies and procedures. Monitors work of court clerks involved in the collection and processing of money, and ensures proper fiscal procedures are followed.

**Essential Functions :**

1. Responsible for receipting all monies coming into District Court and posting into proper accounts, performing all bookkeeping and accounting procedures necessary to ensure proper balancing and compliance with State regulations. Records daily totals of revenues to proper accounts and balances accounts with computer receipts system. Reconciles daily receipts with cash received and prepares preliminary balance. Checks proper distribution of monies and ensures that any operator errors or discrepancies are corrected.
2. Reconciles bank accounts of the Court to ensure in balance and deals with banking issues such as the processing of non-sufficient fund checks, making account adjustments, and preparing transmittals to Treasurer to debit appropriate accounts.
3. Prepares and submits financial transmittals to the County Treasurer, showing proper distribution of funds among accounts such as local units of government, State, library fund, and judicial retirement accounts.
4. Responsible for overseeing the receipting of all filings (criminal and civil) into District Court and the maintenance and processing of all files, then closing of files and storage and retention as required by law.
5. Assists in training deputy clerks in accounting and processing procedures and practices. Oversees the daily work of cashiers. Checks financial related work to ensure compliance with standards.
6. Responsible for generating, reviewing for accuracy, and submitting financial and case information reports as required by statute and State agencies

7. Disburses trust monies, prepares checks and trust account vouchers. Consolidates financial reports from the court divisions and prepares and signs the transmittals to the County Treasurer and prepares the deposit slips for the bank trust account.
8. Recommends court accounting practices to ensure conformance with established accounting procedures, and recommends procedural changes as appropriate.
9. Responsible for monitoring data processing procedures related to the accounting system and coordinating such activities with other staff.
10. Maintains records on bond accounts, refunds bonds, processes forfeitures, and applies bonds to fines and costs. Receives and verifies bond money from the Sheriff's department.
12. Processes non-sufficient fund checks, making account adjustment and notifying parties of check status. Submits NSF checks not paid in a timely manner to the appropriate division for action.
13. Prepares jury reimbursement checks, includes computing weekly jury costs and submitting voucher to Financial Services for reimbursement. Backs-up jury clerk as needed.
14. Prepares petty cash checks as needed, and reconciles petty cash account.
15. Orders and maintains office supplies, equipment, and forms, includes preparing requisitions for new items and charging to appropriate accounts. Orders and tracks the issuance of ticket books to various departments.
16. Verifies employee time cards for mathematical accuracy, and enters payroll information into County payroll system. Runs payroll report.
17. Assists in the annual preparation and daily maintenance of the Court budget, includes providing reports and information to Court management, reviewing expenses and revenue information, and providing monthly budget updates to Court Administrator and Chief Judge.

18. Assists with accounting audits and ensures the Court is in compliance with all audit recommendations and findings. Provides advice and/or suggestions to improve financial controls.
19. Escheats old bonds to the state and old outstanding checks.

**Other Functions :**

20. Acts as back-up computer liaison and back-up maintenance liaison. Monitors the maintenance of the court library, includes ensuring books and supplements are properly filed and that it kept in an organized manner.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** Equivalent of two years of college level coursework in accounting and data processing.

**Experience:** Three years of bookkeeping related experience preferably in a court or related setting.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to operate calculator, adding machine, and various office equipment.

Ability to enter and retrieve information from computers.

Ability to access all areas of the Court.

Ability to access office files.

Ability to lift boxes containing files and log books weighing 20 lbs.

**Working Conditions:**

Works in office setting.

Exposure to persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

