

Champaign County Job Description

Job Title: Financial Manager

Department: Circuit Clerk

Reports to: Circuit Clerk

FLSA Status: Exempt

Grade Range: K

Prepared Date: December, 2018

SUMMARY Serves as Chief Financial Officer for the Office of the Circuit Clerk.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for and maintains the integrity of the Circuit Clerk's accounting system. Assists in the training of staff to use the accounting system and on the calculation of court costs, fines and fees per court order; responsible for the collection and disbursement of approximately \$9 to \$11 million in receipts to numerous entities and individuals. Ensures the accuracy of data and adherence to generally accepted accounting principles, including GASB (Governmental Accounting Standards Board).

Disburses money collected from fines and fees to outside agencies.

Prepares monthly and annual financial statements for the County Board regarding Circuit Clerk operations. Prepares annual report and transfers funds of unclaimed property to the State. Prepares estimates of future revenue to be collected for budgeting.

Prepares annual publication of abandoned bonds and transfers funds to the County Treasurer.

Analyzes cash flow and recommends cash levels available for investment to Circuit Clerk. Calls area banks to secure bids and confirms that all funds are collateralized.

Reconciles bank accounts and journal entries monthly and distributes interest to the divisions.

Reconciles funds held in trust monthly.

Prepares annual financial reports for AOIC.

Coordinates with the County's independent outside auditor for testing of the Circuit Clerk's annual audit. Coordinates with the County's independent outside auditor for the compliance testing of the court files and calculation of court costs as required by State statute.

Responds to questions from victims on restitution and bond refund questions.

Prepares monthly and quarterly reports on the Support Enforcement contract to IDPA.

Fill out W-9's for employers who withhold child support payments. Completes IRS Form 8300 concerning \$10,000 or greater cash posted as bond in drug and money laundering cases per RICO statute.

Interfaces with employees of other County offices.

Writes office financial procedure manual.

SUPERVISORY RESPONSIBILITIES Supervises two Account Clerks. Carries out supervisory responsibilities in accordance with the Circuit Clerk's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; recommending for hire, rewarding and disciplining employees; addressing complaints and resolving problems. Responsible for training entire Circuit Clerk department on proper receipting, payment processing, and balancing procedures.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE CPA with 3 years CPA experience or Bachelor's Degree in a related field with more than 3 years experience.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, financial quotations and rules and procedure manuals. Ability to write reports, correspondence and departmental procedures. Ability to speak effectively to individuals and groups of customers or employees.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Certified Public Accountant certification is preferred.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.