

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

CENTRAL SERVICES FINANCIAL COORDINATOR

Supervised By: Court Financial Officer
Supervises: Central Services clerical and financial employees as assigned
Department: Central Services Judicial Center
FLSA Status: Non-Exempt

Position Summary:

Performs a high level of accounting support for the Court Financial Officer and, under their direction, is responsible for overseeing all aspects of monies collected by the District, Juvenile and Probate Courts, including but not limited to fines and costs, bonds, ordinances, and restitution. As such, they perform all training of the Central Services clerks and assists the Court Financial Officer with the creation and implementation of appropriate workload, policies and procedures. Additionally, they are responsible for securing and maintaining Court petty cash, the Courts' credit card (Pcard), armored truck pick-up of Court and county cash deposits, and maintaining related logs. Responsible for monthly bank account processing, including preparation of monthly reconciliations and reports and issuing of bond and probation refunds, ordinance distributions and restitution. Responsible for the daily electronic transmission of county funds to the Treasurer. Prepares monthly and quarterly reports for all three court divisions, along with other necessary financial reports due throughout the year. Additionally, under the direction of the Court Financial Officer, runs the collection operations for monies owed to the court by performing the annual tax intercept and weekly collection hearings. Is the primary customer contact for high level collection issues. Assists the Court Financial Officer with indigency review. May provide oversight to District, Juvenile, and Probate Account Clerks and Deputy Court Clerks, and provides staff training for these divisions' cashiering duties. Decision making is a significant part of this job, affecting a large segment of the organization and public.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Leads and reviews the Central Services Account Clerks processing of daily receipts received from defendants at the window, by mail, over the phone, and through online service payments. Provides training on court receipting software and confirms that clerks have properly recorded distribution of collected monies. Conveys and ensures that any errors or discrepancies are corrected by clerks.

2. Performs daily reconciliation of cashier drawers to ensure monies receipted are balanced and deposited into the correct bank accounts and posted to the correct cases.
3. Performs daily software reconciliation of District Court so that all received payments in the mail are confirmed as either receipted or in process.
4. Reviews and approves all voiding and re-ringing of receipts, and any adjustments to defendants' fines and costs, including documentation of changes performed by clerks. Ensures that these transactions are in accordance with policy put in place by the Court Financial Officer, SCAO and the County Treasurer.
5. Maintains the fines and costs bank account by posting daily totals to the fines and costs journal while verifying that cash, checks, merchant service payments, Livingston live payments and government payment service deposit amounts agree to the daily receipting, bank debits and credits. Reconciles journal monthly to bank statements and prepares monthly reports, fund transmittals, and processing ordinance payments to other municipalities through the County computerized financial system for review and approval.
6. Issues fines and cost refund checks for review and signature.
7. Maintains the bond and restitution bank account by posting daily totals to the bond and restitution journal while at the same time verifying that cash, checks, merchant service payments, and jail deposit amounts agree to the daily receipting, bank debits and credits.
8. Reconciles journal monthly to bank statements and prepares monthly reports, restitution checks and fund transmittals for review and approval.
9. Reviews bond checks prepared daily by the account clerks for either refunds, bond overs or escrow funds to ensure that amounts are appropriate and in accordance with judgements.
10. Performs daily input of checks issued into the Bank of America fraud prevention software.
11. Prepares judgments of bond forfeitures to defendants and/or surety companies. Processes bond forfeitures when appropriate. Assists in the preparation and maintenance of the approved bail bondsman list.
12. Maintains restitution pay down for each victim-ordered restitution through the DMC Program. Collects victims' information and amounts due from the victim's advocate, enters information into the program, adjusts restitution orders on co-defendant accounts and issues checks to victims for review and approval. Prepares monthly unclaimed restitution report.

13. Reinforces collections on monies owed to the court. Reviews payment plans created by clerks for appropriateness and guidance. Confirms that appropriate follow-up on plans is being performed by clerks.
14. Performs the annual tax intercept audit. Prepares and mails related noticing. Files finalized tax intercept orders with the state. Verifies and issues payroll garnishments and collects garnishment disclosures.
15. Collects and performs initial review of indigency applications prior to Court Financial Officer final review and approval. Serves as primary face-to-face contact for those individuals applying for indigency determination. Assists Court Financial Officer with updating and monitoring indigency forms and policies so that they are reflective of current economic conditions and laws.
16. Manages and reviews collection follow ups. Directs account clerk regarding cases to be scheduled for hearing. Performs collection review hearings in accordance with court policy. During hearing will set up payment plans, wage assignments or refer case to indigency review. As appropriate, schedules show cause hearing with Judge or Magistrate.
17. Pays out receipts from petty cash, maintains and reconciles petty cash log and processes petty cash reimbursement requests to the Treasurer through the financial system software for review and approval.
18. Escheats monies to the State of Michigan each year. Identifies properties to be escheated, verifies and issues escheats, wage assignments and prisoner sweeps; mails letters to owners; prepares reports; and, upon approval, mails the electronic media report to the state with a check.
19. Assists the Court Financial Officer during audits by meeting with the auditors to provide and explain financial transactions and records. Reviews draft audit reports and proposed procedural changes with the Court Financial Officer. Assists with the presentation of audit findings to Court Administrator(s). Assists in the implementation, and training of, any audit recommendations agreed to by the auditing agency and the courts.
20. Responsible for keeping the Central Services finance manuals updated with proper and current procedures.
21. Trains the Account Clerk and Deputy Court Clerks serving as backup cashiers on cashiering and accounting procedures and responds to their questions in this area.
22. Serves as Central Services account clerk back up during staff shortages, vacation, and lunch coverage, while continuing primary positional duties.

23. Prepares requisitions and processes purchase orders. Liquidates purchase orders upon Court Financial Officer's direction.
24. Trains account clerks on accounts payable software. Assigns and reviews data entry for account payables for all the courts. Ensures that any errors or discrepancies are corrected by clerks. Serves as back up payable clerk during staff shortages
25. Serves as a primary contact with credit card and DMC software IT support departments. Informs Court Financial Officer of any computer related issues and updates them on resolution of issues.
26. Prepares and processes time-sensitive reports and documents using numerous software programs.
27. Assists with the scheduling, preparing meeting materials and attending meetings with court management as requested by the Court Financial Officer.
28. Provides assistance to judges, staff, clients, attorneys, other County departments, and public regarding fines and costs due and court procedures.
29. Assists other departments with troubleshooting financial software problems when necessary. Provides financial support to all in Central Service, Circuit Court, District Court, Friend of the Court, Juvenile Court, Probate Court and Specialty Court
30. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Associates Degree in accounting, paralegal, business or a related field and five years of progressively more responsible experience in bookkeeping or accounting, preferably in a law or court environment.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of government accounting, generally accepted accounting principles, and office procedures.
- Knowledge of financial rules, regulations, laws and procedures.

- Considerable knowledge of the maintenance and processing of financial information includes performing reconciliations, balancing accounts, researching financial discrepancies, preparing financial reports and documents, cash handling, receipting documents and payments, and providing customer service support.
- Ability to solve problems in stressful situations.
- Skill in assembling data and preparing comprehensive and accurate reports.
- Skill in multitasking with constant interruptions.
- Demonstrated ability to maintain professional integrity and respect for those requiring court services, including the ability to effectively meet and deal with the public. Ability to show empathy to defendants while collecting court debts.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, court officials and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database use and the ability to learn new software programs applicable to the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and courtroom setting, stand, walk, sit, stoop, kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment for this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties, as well as potentially dangerous interactions.