



CUYAHOGA COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS

CUYAHOGA COUNTY DOMESTIC RELATIONS COURT
JOB DESCRIPTION

Job Title: Fiscal Specialist
Department: Court Administration
Reports to: Court Administration
Hours: 8:30 a.m. – 4:30 p.m. (*This position may require some work beyond normal hours.*)
FLSA Status: Exempt (\$57,500 - \$66,750)

SUMMARY:

This is an unclassified position that serves at the pleasure of the Court. Under the direction of Court Administration, the Fiscal Specialist is responsible for a variety of fiscal duties including but not limited to payroll, accounts payable and receivable, monthly account reconciliation, contract administration, and ensuring spending aligns with the appropriated budget.

Some examples of the general nature and level of work being performed by this individual are listed below; however, this is not an exhaustive list of all duties to be performed. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Responsible for all accounts payable/receivable functions including utilizing Infor Lawson system to enter vendors, requisitions/purchase orders, process invoices for payment, resolve payment processing issues, monitor charge backs, prepare, process and track pay-ins, assist with budget line-item transfers, new activities, budget adjustments, and monitor account balances ensuring availability of funds.
- Prepare and process travel and employee reimbursements in accordance with Court policy.
- Maintain and update training and travel reimbursement forms, policies, and procedures.
- Facilitate the procurement of supplies (non-supply room purchases), new equipment and furniture; recommend replacements, obtain quotes and coordinate orders and installations of approved Court equipment needs with the Office of Procurement and Diversity to comply with purchasing policies and procedures.
- Reconcile all accounts on a monthly basis.
- Forecast and project fiscal performance on a quarterly and as needed basis.
- Oversee fiscal reporting activities, including revenue/expense, balance sheet reports for the Court, and reports to funding agencies.
- Assist in preparing contracts and agreements for procuring services such as Information Technology, Virtual Help Center maintenance, ADAMHS Board, Title IV-D Contracts, processes Board of Control requests and represents the Court at all Board of Control and County Council meetings.

- Manage end-of-year processes, including the closing of the current year and opening of new fiscal year.
- Create and maintain financial files in accordance with the Court's retention schedule.
- Responsible for all payroll-related functions, including adjustments, running payroll reports, and tracking leave balances.
- Prepare annual staff reporting requirements.
- Maintain a computerized employee roster for projecting costs, calculating raises, and payroll adjustments; support special projects as needed.
- Evaluate, recommend, and implement fiscal policies and procedures.
- Train staff on all fiscal forms, processes, and procedures.
- Respond to financial related inquiries made by staff.
- Assist Court Administration in preparing the annual budget, including payroll requirements, contract appropriations, and department budget requests.
- Prepare reports and participate in all audits of the Court's accounting records.

JOB REQUIREMENTS (MINIMUM QUALIFICATIONS)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational and analytical skills with knowledge of specific government accounting procedures.
- Effective oral and written communication skills with diverse audiences, including Judges, staff, elected officials, and external agencies.
- Must demonstrate a high level of proficiency in computer applications, including Microsoft Office programs and court-specific software.
- Ability to prepare detailed and summary financial reports, address inquiries and work independently under tight deadlines.
- Ability to investigate and answer an array of internal and external inquiries.
- Ability to work effectively and in a professional manner.
- Effective time management, dependability, reliability and punctuality.
- Ability to maintain sensitive and confidential information and the highest ethical standards.
- Ability to maintain professional appearance and demeanor at all times.
- Must be responsible, reliable, and trustworthy, with demonstrated willingness to take independent positions.
- Ability to prepare accurate and concise financial reports, create an environment of integrity, trust, and confidentiality as it relates to both financial and personnel matters.
- Must possess analytical and problem-solving capabilities.

EDUCATION:

Bachelor's Degree from an accredited institution preferably in Accounting, Finance, Business Administration, Public Administration, or a related field, or at least five years of relevant experience in accounting, finance, or budget oversight in the public or private sector.

EXPERIENCE:

Five years of relevant experience or any combination of training and work experience which indicates possession of required skills, knowledge and abilities.

PHYSICAL REQUIREMENTS:

This is largely a sedentary role; however, some filing and lifting is required. While performing the duties of this job, the employee is regularly required to type, file or lift office equipment and boxes up to 20 pounds. This would require the ability to remain seated for long, indefinite periods of time, to lift files and boxes, open filing cabinets, and bend and stand, as necessary.

WORKING ENVIRONMENT:

The job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

APPLICATION REQUIREMENTS:

The Cuyahoga County Domestic Relations Court requires submission to a background check and proof of education, if applicable.

Submit application, letter of interest and resume via email or ordinary mail to:

Email: DR_Recruiting@cuyahogacounty.us

Jim Zak, Court Administrator
Cuyahoga County Domestic Relations Court
1 West Lakeside Avenue. Room 149
Cleveland, Ohio 44113