

**Alaska Court System  
Class Specification**

COURT ACCOUNTING ANALYST

Range: 18

EEO4: 06

SOC: 13-2011

Class Code: C3603

**Definition:**

Under general direction, the Court Accounting Analyst is responsible for the review and audit of financial records and accounts related to court fees, fines, judgments, investment and trust accounts, held by magistrate, district, and superior courts in Alaska. The incumbent performs field visits to courts throughout the state, administers trial court finances statewide, maintains the court's banking relationships with financial institutions, and prepares financial reports. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

**Distinguishing Characteristics:**

The Court Accounting Analyst is a single position job class working under the general direction of the Chief Financial Officer. The position serves as a representative of the central administrative office. The incumbent serves as a management consultant for modifications to the court's case management and accounting systems. The position is also responsible for the evaluation, recommendation, and implementation of new processes and systems.

**Examples of Duties:**

Perform research, draft rules and policy proposals, and prepare instructional materials related to accounting procedures.

Interpret court procedures and policies related to accounting and the case management systems.

Schedule comprehensive audits of individual trial courts to observe court procedures, examine records, and conduct financial reviews.

Make recommendations to management regarding court rules and procedures necessary to implement the centralization of trial court accounting.

Following each audit, prepare a summary of review findings and recommendations for improvement to the Presiding Judge, Area Court Administrator, and Chief Financial Officer.

Work with administration, supervisors, and employees to modify or implement appropriate accounting standards and procedures.

Work with other agencies to identify appropriate methods for interaction and exchange of information.

Serve as the court's 'internal ombudsman' to manage and direct investigations related to revenue and trust funds and related accounting procedures.

Participate in the planning, drafting, policy making, and deployment of new accounting procedures for the court's case management system.

Develop and implement internal auditing procedures.

Administer and approve secure access to electronic banking records.

Certify the accuracy of court accounting records.

**Knowledge, Skills, Abilities:**

The Court Accounting Analyst requires knowledge of:

- The methods and practices of government accounting and auditing.
- State and federal laws, rules, guidelines, policies, and procedures related to court practices and financial transactions, records, and reports.
- Auditing techniques and practices.
- Court operating procedures.
- Common desktop computer applications such as Word, Excel and Outlook.

The Court Accounting Analyst requires skill in order to:

- Review financial records and detect errors.
- Prepare audit reports and make recommendations for improvement.
- Conduct research, prepare comprehensive analyses, and communicate decisions.
- Analyze issues and develop solutions.

The Court Accounting Analyst requires the ability to:

- Conduct audits and reviews quickly and accurately.
- Analyze information, facts, and data, draw logical conclusions, and take effective action.
- Communicate effectively with others, both verbally and in writing.
- Deal effectively and tactfully with court personnel, the general public, and other branches of government.
- Read, understand, interpret, and apply complex technical material related to court financial records.
- Establish and maintain effective working relationships with court managers and employees, banking professionals, and others.
- Exercise flexibility and excellent judgment.

**Minimum Qualifications:**

A bachelor's degree from an accredited college in accounting, finance, public administration, or a closely related field AND two years of supervisory experience as an accounting supervisor or financial manager.

**Substitution:**

Four years of work experience in accounting may be substituted for the required college education.

10/05 – Original, Court Accounting Analyst, C3603, SR 18

04/12 – Revised, WPA

02/14 – Remove MQQ's