

## **STATE DRUG COURT FINANCIAL ANALYST**

The State Drug Court Financial Analyst (“the Analyst”) performs advanced professional work at the direction of the Director of Problem-Solving Courts. The Analyst will provide financial and administrative assistance to the Director of Problem-Solving Courts, Deputy Director of the Administrative Office of Courts, the State Drug Court Advisory Committee, and local courts to ensure more efficient and effective financial operation and compliance of drug court programs.

Responsibilities include, but not limited to:

- Being an active participant on the AOC drug court team, staff meetings, etc.
- Attending the State Drug Court Advisory Committee meetings and updating the committee on drug court financial matters.
- Ensuring and monitoring each drug court’s financial compliance with applicable federal and state law as well as state and local rules, policies and procedures.
- Managing the preparation and maintenance of financial records, report and statements for the drug courts; accounting procedures and forms; monthly fiscal reports.
- Participating in the implementation of fiscal policies and procedures.
- Implementing the annual fiscal year budget process for drug courts and making recommendations for ongoing improvements of processes.
- Processing monthly drug court fiscal reports in a timely manner.
- Developing and communicating quarterly fiscal reconciliation reports for each drug court.
- Maintaining financial contracts and documentation as part of the drug court permanent file.
- Assessing financial training needs to include developing and conducting financial training for drug court personnel.
- Assisting with the financial aspects of the certification of new drug courts and existing drug courts.
- Visiting drug courts as needed to review financial processes with drug court personnel and judges.
- Assisting in developing, coordinating and maintaining uniform record keeping of financial drug court data, reports, and supporting documentation.
- Performing such other drug court related duties as may be assigned by the Director of Problem-Solving Courts, the Deputy Director or the Director of the Administrative Office of Courts.

Knowledge and Skills

- Substantial knowledge of financial accounting.
- Strong interpersonal skills when participating on a team or working with external audiences.
- Ability to analyze processes and programs in order to make effective recommendations.
- Substantial knowledge of financial accounting programs and practices.
- Ability to analyze data from different sources and coalesce data into informative and relative reports with an eye towards trends.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain professional working relationships with judges, drug court personnel, county personnel and co-workers.

**Minimum Qualifications**

Master's degree or equivalent from an accredited college/university and 5-7 years of financial accounting experience related to the position responsibilities.

OR

Bachelor's degree from an accredited college/university and 5-7 years of financial accounting experience related to the position responsibilities.

Salary range: \$45,000 - \$65,000 depending upon experience.

Previous applicants need not apply.

**Email resume no later than August 30, 2019 to:**

[interventioncourts@courts.ms.gov](mailto:interventioncourts@courts.ms.gov)