

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Director of Finance
CLASSIFICATION/ SALARY RANGE:	Unclassified/Exempt \$69,097.60 – \$98,280.00
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media; Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@summitcpcourt.com
POSTING DATE:	Applications accepted beginning June 20, 2025. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT **An Equal Opportunity Employer**

POSITION TITLE:	Director of Finance	GRADE: 33
DEPARTMENT:	Court Executive Office	CLASSIFICATION: Unclassified/Exempt
REPORTS TO:	Assistant Court Executive Officer	PAGE: 1 of 3

POSITION SUMMARY:

Under administrative direction, responsible for directing, planning and organizing the financial operations of the Court. Recommends for approval new, revised or modified financial policies, procedures and operational protocols, as directed; administers assigned operational work areas, researches and prepares complex financial documentation. Exercises initiative in planning, coordinating and administering to completion administrative and operational functions relating to the fiscal operations of the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Works with department fiscal staff, oversees day-to-day financial transactions, including all accounts receivable and accounts payable.
2. Assists with strategic planning; assists in development and maintenance of fiscal policies and procedures.
3. Assists Court Executive Office leadership with preparation of annual operating budget, grant appropriations, capital budget, staffing report and associated reports/documents.
4. Supervises staff in performance of job duties and responsibilities; ensures compliance with court policies, mandates, standards and requirements.
5. Operates financial system to monitor budgets, expenditures and revenue; approves financial transactions input by others; ensures transactions are properly supported and in accordance with policy and procedure.
6. Prepares periodic revenue and expense forecasts for the department including grants.
7. Acts as lead in preparation of all aspects of the Annual Comprehensive Financial Report (ACFR). Work with departmental staff in gathering of necessary information to complete such report.
8. Works in collaboration with Grant Administrator to ensure compliance with guidelines; assists in preparing periodic grant documentation and reports, as needed.
9. Assists other departmental staff/divisions with preparation of financial portion of loan applications/grant applications.
10. Executes periodic journal entries, chargebacks, and other transaction corrections/adjustments.
11. Update Court Executive Office leadership on any issues regarding financial abnormalities and/or budgetary concerns.
12. Work closely with leadership to move towards a paperless financial process.

Date Adopted:

Date Revised: 6/18/25

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13. Participates in training opportunities, court activities, projects and committees as requested or required.
 14. Performs other duties as required.

QUALIFICATION STANDARDS:

Required Qualifications: Completion of a Bachelor's degree in Accounting, Finance or related field (Master's degree in public administration, business administration or related field preferred) including certifications, licenses as required by Federal, State and County law, regulations and guidelines plus have proven leadership, public speaking and budgetary abilities.

Knowledge, Skills, and Abilities: **Comprehensive knowledge of** management principles and practices; financial disciplines – accounting, auditing and budgeting; government structure and process*; county government goals and objectives*; department goals and objectives/policies and procedures*; public relations; human relations; government legal principles and practices; statistical analysis; labor/management relations and practices; personnel management; grant management.

(*Indicates developed after employment)

Ability to understand most difficult classes of concepts; use statistical and mathematical analysis; develop complex reports and position papers; communicate effectively in both written and oral form; deal with many variables and determine specific action; handle sensitive inquiries; form contacts with officials and the general public; develop good rapport with citizens, staff and government officials.

Requires the ability to communicate effectively, both verbally and in writing to establish positive public relations, and to interact effectively with vendors, co-workers, and the public.

Requires the ability to work as an individual and as part of a team.

Requires a high level of competency using Microsoft Word, Outlook, and Excel and the ability to become proficient in managing databases.

Date Adopted:

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Requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

SPECIAL REQUIREMENTS: This position is regularly exposed to sensitive information and the employee is expected to keep any such information strictly confidential.

**Physical
Ability:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

**Position
Type/Expected
Hours of
Work:**

This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Director of Finance

Date

Administrative Judge

Date

Date Adopted:

Date Revised: 6/18/25