



# Court Fiscal Operations Officer

Starting Salary Range: \$46,805 to \$50,549  
Department: Blair County  
Location: Hollidaysburg, PA (Blair County)  
Posting Date: 10/25/2024

## Description

Court Fiscal Operations Officer. With the creation of this new position, County of Blair is looking for a candidate to develop, manage, and report on the Court's general fund budget annually, as well as managing Court financing and procurement functions with County Finance and Administrative Office of PA Courts Finance.

### Typical Duties

- Duty 1. Organize, prepare, manage, and analyze the Courts Budget on an annual FY basis.
- Duty 2. Manage Judges, Departments, Offices, and Specialty Courts' budget, expenditures, and purchases to ensure they are within the approved budgets.
- Duty 3. Issue monthly and annual Budget Reports for Judges, DCA, and Department Heads.
- Duty 4. Write and submit Judicial, Security, and Safety Grants to State, Federal, and Private Sector.
- Duty 5. Prepares for and serves as point of contract for outside agencies audits of Court Funds.
- Duty 6. Coordinate Budget transfers within the Court. Receive and direct incoming funding streams. (Grants, AOPC funds, Etc.,).
- Duty 7. Manage fixed assets ledger.
- Duty 8. Court Munis manager/point of contact.

### Minimum Qualifications

- Qualified candidates should possess a bachelor's degree in finance, accounting, or a related business/administration degree required, or an equivalent amount of training and experience along with at least two years of experience in financial management or accounting, preferably within a governmental or court setting. Thorough knowledge and ability to prepare annual budgets, and statistical and financial reports. Considerable knowledge of principles and practices of all areas of general accounting, cost accounting, and public administration. Comprehensive knowledge of all applicable federal, state, and county laws affecting financial and accounting matters. Managerial skills.

### Additional Qualifications/Preferences

- Team Player willing to work with others
- Experience with interagency coordination
- Familiarity with the Judicial Branch of Government

### Benefits

- Competitive benefits package starts immediately upon hire and includes 90% employer-paid PPO health with vision and three-tier prescription components; defined benefit pension plan; defined contribution plan; group term life insurance; short-term disability; and ample time-off provisions.

### How to Apply

- <https://www.blairco.org/departments/human-resources/job-seekers>
- EQUAL OPPORTUNITY EMPLOYER

Blair County Courthouse  
423 Allegheny Street, Suite 239  
Hollidaysburg, PA 16648]