

OFFICE OF ATTORNEY REGULATION COUNSEL JOB DESCRIPTION

Job Title: Controller II

Status: At-will employee

Exempt

Full-Time

This position is not covered by the Colorado Judicial Department Personnel Rules.

Salary Range: \$7840 – \$11,883

General Statement of Duties

This position serves as the chief accounting officer responsible for planning, implementing, and managing the accounting operations and functions of a centralized accounting report system for the Office of Attorney Regulation Counsel, (including Office of Attorney Admissions, Board of Continuing Legal Education and Office of Attorney Registration) (“OARC”), Office of the Presiding Disciplinary Judge (“OPDJ”), Colorado Commission on Judicial Discipline (“CJDS”), the Colorado Attorney Mentoring Program (“CAMP”), and the Colorado Lawyer Assistance Program (“COLAP”), collectively (“Colorado Supreme Court Regulatory Offices”). The Controller II interprets and applies generally accepted accounting principles, theory, and Judicial/State fiscal rules and policies for agency management and accounting staff. The Controller II manages accounting functions related to multiple funding sources (cash, general, and federal) and manages accounting staff.

Essential Functions of the Position

Maintains records of all transactions, receipts, and disbursements.

Maintains and balances accounting ledgers; prepares monthly fiscal summaries and other accounting reports; devises record-keeping procedures in accordance with legal, fiscal, and departmental regulations.

Approves accounting transactions in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, Judicial Branch Fiscal Rules, statutory requirements, and other authoritative guidance. Such transactions may include, but are not limited to, disbursement of funds, receipt and deposit of funds, journal entries, and intra-governmental transfers.

Provides phone, email, and in-person customer service to colleagues, vendors, bar applicants, committee members, and attorneys.

Updates financial information.

Provides accounting and asset management reporting to all stakeholders, Judicial and state audit agencies. Generates monthly reports and researches payment discrepancies. Responds to audit requests.

Prepares financial and revenue analyses.

Identifies and implements "best practices" for internal controls and accounting.

Ensures adherence to fiscal procedures through procedures, training, and communications with audit personnel.

Responsible for the recruitment, selection, management and termination of accounting employees.

Provides on-going training, mentoring and coaching to existing subordinates. Makes provisions for subordinates to attend Judicial and state training.

Assigns duties and responsibilities to accounting staff. Develops and establishes procedures for operating and maintaining required administrative systems.

Oversees all interagency financial transfers.

Assists Regulation Counsel in the budget preparation and budget management.

Researches and resolves questions and disputes regarding payment or other issues.

Applies personnel rules, policies and laws as they relate to the preparation of payroll for Attorney Regulation.

Development of policies, procedures, and systems regarding payroll operations for Attorney Regulation.

Fiscal year-end close, including accruals and reconciliation of balance sheet accounts and subsidiary ledger accounts.

Researches rules, regulations and accounting principles and consulting with state agency accounting and fiscal staff, program staff and management to identify accounting system design and/or modification needs.

Analyzes legislative and administrative procedures and requirements and accounting system operations and methods to identify accounting system design and/or modification needs.

Supervises staff reviewing travel vouchers and other requests for payment.

Supervises staff processing attorney payments, maintains payment data, and ensures that the payment and data system produces accurate and timely payments.

Supervises staff compiling payroll information used by Central Payroll to process payroll, entering new hires and terminations into CPPS, and sending required documents to PERA when necessary.

Supervises staff troubleshooting payroll related problems and issues, resolves them with Central Payroll.

Supervises staff reviewing documentation and requests from within Attorney Regulation for data entry of payroll or personnel related actions and processing requests in accordance with established policies and procedures.

Supervises staff processing and attempting to collect on overdraft notices received from the bank.

Supervises staff processing of the payment of vouchers including generating and distributing checks.

Supervises staff balancing all deposit transactions by department and type to record in CORE.

Supervises staff preparing bank reconciliation statements for multiple accounts.

Works cooperatively with support staff and professional staff.

Communicates articulately with a diversified cross-section of people, including the general public.

Adjusts procedure as needed and trains staff.

Maintains financial records in accordance with established record-retention policies.

Maintains updated procedure manuals.

Maintains confidentiality in the handling of sensitive information and documents.

Prepares financial records/investigative reports and cost statements for regulatory matters as provided in the Colorado Rules of Civil Procedure. May testify in court concerning these documents.

Attends meetings and trainings as required.

Performs other duties as assigned.

Knowledge, Skills, and Ability

Acquire and maintain basic awareness of appropriate state laws and Court rules associated with all aspects of the Colorado Supreme Court Regulatory Offices' processes and core office functions.

Maintains up-to-date knowledge of generally accepted accounting principles, theory, as well as Judicial and state fiscal rules and policies for agency management and accounting staff.

Maintains a working rapport with Regulation staff, Judicial accounting personnel and state accounting personnel.

Knowledge of standard computer applications and programs necessary to complete the functions of the job, including Microsoft Word, Microsoft Excel, Microsoft Outlook, CORE, CPPS, Document Direct, HRDW, Info Advantage Reporting, Kronos, and JustWare,

Foster a working rapport with support staff, professional staff, and members of the public.

Perform assignments accurately and work independently.

Ability to interact with the public in a professional, patient and courteous manner, and to appropriately interact with complainants, attorneys and applicants in distress.

Supervisory Responsibilities

Has supervisory accountability for accounting staff. Plans, directs and coordinates activities for a unit. Duties may include scheduling and assigning of work, training in all facets of work, quality control, and decisions impacting the pay, status and tenure of others. Conducts performance evaluations and provides input into and participates in discipline, dismissal, and hiring processes.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk; to sit; to use hands to perform repetitive motions; and to talk and hear. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The noise level in the work environment is usually moderate. This position is subject to many interruptions; handling multiple requests and inquiries simultaneously; and managing multiple areas of responsibility.

Minimum Qualifications

Bachelor's degree from an accredited institution in accounting, which included 24 semester hours in accounting or auditing. Four years of professional experience in an occupational field related to the work assigned to the position.

Additional appropriate experience will substitute for the degree requirement on a year-for-year basis. Additional appropriate education, such as a master's degree in accounting or MBA with an emphasis in accounting will substitute for the required experience on a year-for-year basis.

Current, valid licensure as a CPA from the Colorado Board of Accountancy will substitute for the degree requirement and two years of the required experience.

Send cover letter and resume to Office of Attorney Regulation Counsel, Attn: Kevin Hanks, Office Manager, 1300 Broadway, Suite 500, Denver, CO 80203 or via email to k.hanks@csc.state.co.us to be received by Friday, March 26, 2021.

Finalists will be invited to a remote interview.

OARC is proud to be an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), gender expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, or military service.