Idaho Judicial Branch
Position Description

Position Title:	Court Financial Application Analyst I, II, Sr.	
Effective Date:	February 2019	
Salary Range/Grade:	Grade 15:	$49,852 – $62,315 Court Application Analyst I
		$62,315 – $71,585 Court Application Analyst II
	Grade 16:	$71,585 – $85,902 Court Application Analyst Sr.
FLSA Status:	Exempt	
EEO Category:	Professional	

General Position Summary:

The Idaho Supreme Court is looking for a dynamic, self-motivated individual with knowledge of Idaho Courts and familiarity with financial aspects of court case management systems, preferably with the Tyler Technologies Odyssey Case Manager (CMS) and Financial Manager (OFM) systems, a software application hosted by Idaho Supreme Court for statewide use by county courts. The Court Financial Application Analyst position will be responsible for advanced support, and monitoring of the Idaho Courts financial applications. This position will work within a team to develop business best practices and processes. This position will support and work closely with county elected clerks, deputy clerks, auditors, and the Idaho Supreme Court internal financial, technical, and court operations team members. This position works under the direction of the Finance and Operations Division Director.

Major Duties and Responsibilities: (The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

- Develops, assesses, validates, and documents court fine and fee tables;
- Maintains financial application tables, codes and other detailed configuration items for audit purposes;
- Works on the financial configuration within CMS/OFM and other financial software applications;
- Maintains documentation of key financial systems and linked applications;
- Defines and assists in the configuration process involving court-related financial software applications;
- Evaluates and recommends modifications to software configurations impacting financial modules of the system;
- Coordinates all financial software configuration changes to ensure consistency across the court's software application portfolio;
- Monitors and consults on monthly financial assessment jobs performed within CMS;
- Defines requirements, validates, and supports financial reports;
- Defines requirements, validates, and supports data export files used in financial software applications;
- Monitors software applications to ensure financial data remains accurate, accessible, and retrievable;
- Works with product vendors to resolve financial issues;
- Reviews user requests and determines feasibility for new financial software applications or modifications;
- Proposes financial software applications and/or configuration options to meet user requirements;
- Develops, implements, and trains on financial business policies and processes;
- Works with county clerk's and auditor's offices to assist them in balancing their county daily and monthly financials;
- Assists in writing and maintaining functional and technical specifications for various financial processes and requirements;

- Ensures financial business policy aligns with financial configuration of software applications;
- Responsible for maintaining, validating and auditing rights and roles within the software application to align with user roles and functions;
- Assists in performing statewide audit of financial user rights and roles, making corrections as needed;
- Validates financial applications to ensure configuration aligns with financial business process adoption or changes;
- Reviews and proposes financial configuration or business process modifications to address inefficiencies;
- Develops, documents, and validates integration of financial data between financial applications and external partners such as State Controller's Office, State Treasurer's Office, county courts, etc.;
- Assists in developing end-user communication for financial business process or system changes;
- Defines, documents, and validates application configuration resulting from changes in legislation or other requirements that impact financial components of software applications;
- Develops financial test plans to include scenarios, test scripts, and test cases;
- Conducts testing of financial applications to ensure all requirements are met;
- Records test results and notifies appropriate staff or management of testing problems and required fixes;
- Develops and utilizes auditing tools within financial software applications to ensure compliancy with Idaho Statutes and Court Rules;
- Establishes rapport with end users of the financial software applications to identify improvement opportunities;
- Communicates with peers and management regarding potential changes;
- Monitors and resolves technical financial questions/issues submitted to the Idaho Supreme Court Service Desk;
- Provides on-site and/or remote assistance to customers;
- Performs troubleshooting analysis for technical financial issues and provides effective and timely resolution;
- Provides advanced customer support to internal and external users for financial court applications;
- Serves as a financial subject matter expert for Odyssey Case Manager/Financial Manager software application and any other assigned court software application;
- Prepares financial application and end user support documentation;
- Assists in preparing financial training plans and materials;
- Defines and recommends changes to the court's financial reporting environment in alignment with the current business needs and direction;
- Assists in generating and validating financial data query results for internal uses and financial analysis;
- Supports and provides information requested by the Office of The Administrative Director of the Courts;
- Assists in the creation and maintenance of SQL scripts for custom financial data extracts and data analysis across financial applications for internal uses and financial analysis;
- Develops, documents, and validates financial data within the data warehouse storage system;
- Assists in performing financial data analysis utilizing statistical data elements to support internal reporting requirements;
- Designs, creates, modifies, and reviews financial reports and forms, as applicable;
- Assists with financial data quality reviews;
- Reviews reports to determine financial application problems and areas that require attention; and
- Perform other related duties as assigned.

Minimum Qualifications

Court Financial Application Analyst I:

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities of this position.

Education and Experience:
- Bachelor's degree in Finance/Accounting, Information Science, Court Management or related field;
- Minimum one (1) years of experience working in or with county courts, preferably in financial roles;
- Experience working with large-scale, enterprise applications systems;
- Must have a strong technical skills and understanding of the financial business process related to court case management software applications.

The *Court Financial Application Analyst II* is the second level in the Court Financial Application Analyst job class. The position requires a Bachelor's Degree in Finance/Accounting, Information Science, Court Management or related field and three (3) years of relevant work experience preferred.

The *Court Financial Application Analyst, Sr.* is the third level in the Court Financial Application Analyst job class. The position requires a Bachelor's Degree in Computer Science, Information Security or a related field and five (5) years of relevant work experience preferred.

Knowledge, Skills and Abilities:
- Knowledge of county financial and court business processes and software application requirements;
- Knowledge of MS Office Suite including Outlook, Word, and Excel;
- Skill in effectively managing changing priorities and meeting deadlines;
- Skill in analyzing system issues and recommending solutions;
- Skill in troubleshooting financial issues and providing resolutions;
- Ability to apply technical processes to solve complex problems;
- Ability to comprehend financial internal controls and develops business processes accordingly;
- Ability to comprehend and communicate financial business processes to end users;
- Ability to think creatively and propose new ideas on how to fully leverage court applications;
- Ability to effectively communicate technical information to non-technical audiences;
- Ability to prepare detailed documentation and reports;
- Ability to work effectively in a team environment;
- Ability to accomplish work with frequent interruptions;
- Ability to communicate effectively verbally and in writing;
- Ability to establish and maintain effective working relationships with vendors, court staff, judges, and law and justice agencies;
- Ability to maintain confidentiality;
- Ability to travel throughout the state of Idaho as necessary.

Application Instructions
If interested in being considered for this position, please complete the attached application and submit it, along with your cover letter and resume to hr@idcourts.net or to the Human resource Office, P.O. Box 83720, Boise, ID 83720-0101. ***This position will remain open until filled.***