

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 - 1891

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www.35thdistrictcourt.org

RONALD W. LOWE
CHIEF DISTRICT JUDGE

MICHAEL J. GEROU
DISTRICT JUDGE



JAMES A. PLAKAS
CHIEF JUDGE PRO TEM

PAM AVDOULOS
COURT ADMINISTRATOR

FULL TIME FINANCE MANAGER

\$46 - \$58 hourly

\$83,720 - \$105,560 annually

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for the full time position of Finance Manager reporting to the Court Administrator.

General Summary:

The Finance Manager is responsible for managing the Court's fiscal functions including financial operations, auditing, accounting, purchasing functions, expenditures coordination, year-end closing, preparation of internal financials assisting with human resource functions and various projects as assigned.

Essential Duties:

- Manages accounting and internal financial control system.
- Performs and oversees Court accounting functions including maintaining expenditures and revenue ledgers, compiling and analyzing statistical reports, making recommendations and initiating change while implementing accounting procedures
- Performs month-end reconciliations and year-end closing functions, including the preparation of financial statements and compiling and reconciling data
- Manages all purchasing functions for the court
- Manages the Court's annual audit with external parties. This includes the preparation and completion of all required schedules and audit support documents
- Prepares cost and/or special financial reports and makes recommendations concerning costs

Employment Qualifications:

- Bachelor's degree in accounting or finance with at least five (5) years' experience. Previous governmental fund accounting preferred. Certified public accountant (CPA) desired.

To apply:

Submit resume accompanied with a completed employment application. The link for the application is as follows: www.35thdistrictcourt.org.

Mail or email completed application AND resume to:

Human Resource Department
35th District Court
660 Plymouth Rd.
Plymouth, MI 48170
HR@35thdistrictcourt.org
No phone calls, no walk-ins.

The position is open until filled.

April, 2024