



Superior Court of Arizona

Pinal County

Probate Accountant

Location: Florence, AZ
Hiring Pay: \$45.00 Hourly – no guarantee of hours
Benefits: None
Open Date: March 1, 2022
Closing Date: August 1, 2022

Description:

Probate Accountants may be assigned in guardianship/conservatorship cases and conduct audits regarding the financial management of cases involving conservatorships. A report is submitted in writing following completion of an audit and copies are provided to the Court and Vulnerable Persons Unit. Information in the report helps the court determine the soundness of the financial management of specific cases. Probate Accountants are paid hourly at a rate determined by the Presiding Judge of the Superior Court.

Duties may include:

- Monitoring the financial management of conservatorships and trusts by reviewing the annual accountings submitted by Conservators.
- Examining accounts and records for proper use.
- Analyzing and evaluating financial management practices and expenditures made on behalf of protected persons to determine compliance with laws and orders of the court and to determine the soundness and adequacy of accounting, financial and management procedures.
- Performing complex accounting work.
- Assisting in the analysis of financial statements, audits and reports.
- Providing reports to the court regarding the sufficiency of accounting.

Special Qualifications:

- Bachelor's degree in Accounting, Finance or a closely related field.
- Three (3) years of professional accounting or auditing experience.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Generally Accepted Auditing Standards (GAAS).
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preference may be given to those with experience working with the courts, probate, trusts, conservatorships or related.

Location of Appointment:

The primary location of this appointment is at the Pinal County Superior Courthouse, Florence, Arizona. However, probate accounting may be done remotely if necessary.

Interested applicants may go to the Pinal County Superior Court Appointment page <https://www.pinalcountyz.gov/Judicial/Pages/CourtAppointments.aspx> to download an application. Applications must be submitted no later than July 31, 2022.

Email: PinalSCHR@courts.az.gov

Mail: Superior Court in Pinal County
Attn: Court Human Resources
971 N Jason Lopez Circle
Florence, AZ 85132

EOE/ADA