

Closing Date: OPEN UNTIL FILLED

Office: Administrative Office of the Courts- Budget and Finance

Salary: \$73,406

FLSA Status: Exempt

Financial Disclosure: Yes

**Essential Functions:** Acts in conjunction with the Unit Director in the formulation, justification, presentation and execution of the Judiciary budget. Coordinates the monthly financial projections. Oversees the reconciliation of various budget and position files. Oversees other fiscal related processes within the unit. Assists with implementation of accounting/budget policies and coordination of related systems/programs. Maintains the Judiciary's records for program budgets. Assists with end of year close-out functions including encumbrances, accruals, budget amendments and balancing of Judiciary program accounts. Assists with annual budget training workshops. Analyzes, interprets and develops statistical and budget data to evaluate the fiscal soundness and operating effectiveness of budget programs. Includes analysis of general, federal, reimbursable and special funds. Oversees approval of all Judiciary requisitions for spending. Compares operating results to projections/budget to ensure fiscal objectives are achieved. Interprets results and draws conclusions. Responds to special project requests from Chief Judge, State Court Administrator, Program Directors, Legislative Auditors or Circuit Court Clerks. Prepares and presents analysis and recommendations to the Unit Director. Provides direct supervisory functions for the Unit Director. Ensures budget reports are accurate, complete and timely. Researches and designs methodologies for evaluating budget programs. Assists with development of strategic financial, management plans for the Judiciary. Conducts formal studies of budgets and the related policies, programs and procedures. Provides direct supervisory functions for the Unit Director. Approves leave, holds meetings, writes performance evaluations, provides counseling and responds to inquiries. Trains budget analyst/specialist with all processes and functions in the budget unit. Gives presentations. Reviews the work of the unit analysts. Directly assists in managing the Budget Unit workflow to ensure that deadlines are met. Delegates and assigns work and monitors progress toward deadlines. Identifies inefficiencies in the workflow, processes and procedures and initiates corrective action. Assists the Unit Director of Budget and Reports with communications concerning changes in the budget process, deadlines and other requirements as dictated by the State's Department of Budget and Management and the Judiciary's executive management. Participates on committees representing the Budget and Finance Department. Keeps informed of current trends and practices in the financial and budget fields. Provides back-up support to other Units within Budget and Finance. Maintain strong working relations with internal and external customers. Performs other duties as assigned.

**Education:**

Bachelor's degree from an accredited four year college or university to include 24 credit hours in accounting, finance, or related field.

**Experience:**

A minimum of five years of progressively responsible experience in accounting, finance and budget to include two years supervising staff in a fiscal setting.

**Preferred:**

Bachelor's degree in accounting, finance, or related field. CPA or Master's Degree in Business. Knowledge of State Accounting, Finance, and Budgeting policies and procedures. Experience with PeopleSoft Financial Systems.

**Skills and Abilities:** Knowledge of accounting, financial and budget policies and procedures. Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting and Financial reporting Standards (GASB), and the State's accounting/financial practices and the budget and legislative process. Knowledge of Financial Management Information Systems (FMIS), PeopleSoft Financial Systems and MS Office. Ability to articulate ideas, concepts, suggestions and listen to other points of view. Ability to structure and communicate material effectively, both orally and in writing, including group presentations. Strong interpersonal skills, including effective leadership skills, and the ability to provide assistance to others and to interact one on one or in a group setting. Ability to motivate, persuade, negotiate and influence the action of others. Ability to work in a team environment, be self-motivated, accomplish established goals and to suggest new approaches and generate alternatives. Ability to establish and reassess priorities, to recognize conflicting information and ask for guidance. Ability to meet short deadlines for high priority projects. Ability to perform all essential functions of the position.

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**

**To apply: [www.mdcourts.gov/jobs](http://www.mdcourts.gov/jobs)**