

Position: Budget Supervisor

Closing Date: Open Until Filled

Office: Administrative Office of the Courts, Budget and Finance

Annapolis, MD

\$82,159\*

Salary: **\*Current State Judiciary Employees Only:** A salary offer for a **current state Judiciary employee** will be determined using the “Salary Practices for State Judiciary Employees”, found at <https://www.mdcourts.gov/hr/salranges>

FLSA Status: Exempt

Position type: Regular/Full-time

Financial Disclosure: Yes

**Essential Functions:** Acts in conjunction with the Budget and Reports Manager in administering the Judiciary’s budget function including formulation, presentation, justification and execution. 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 fiscal year-end close-out functions including encumbrances, accruals, budget amendments and balancing of Judiciary program accounts. Assists with annual budget training workshops. Maintains strong working relationships with internal and external customers. 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 Budget and Reports Manger. Ensures budget reports are accurate, complete and timely. Researches & designs methodologies for evaluating budget programs. Assists with development of strategic financial, management plans for Judiciary. Conducts formal studies of budgets and the related policies, programs and procedures. Provides direct supervisory functions for the Budget Staff. Approves leave, holds meetings, writes performance evaluations, provides counseling and responds to inquiries. Trains budget analyst/specialist with all processes and functions within the budget unit. Gives presentations. Reviews the work of all staff. 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, process and procedures and initiates corrective action. Assists the Budget and Reports Manager 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 & Finance Department. Keeps informed of current trends and practices in the financial and budget fields.

**Education:** Bachelor’s Degree from an accredited college or university.

**Experience:** Two (2) years of professional experience related to accounting, budget, finance or reporting.

**Note:** Professional work experience as defined above may be substituted on a year for year basis for up to four (4) years of the required education.

**Skills/Abilities:** Substantial knowledge of accounting, financial and budget policies and procedures. Substantial knowledge of Generally Accepted Accounting Principles (GAAP). Substantial knowledge of Government Accounting and Financial reporting Standards (GASB). Substantial knowledge of the State's accounting/financial practices and the budget and legislative process. Strong communication skills: Ability to structure and communicate material effectively both orally and in writing, including group presentations. Ability to articulate ideas, concepts, and suggestions and listen to other points of view. Strong interpersonal skills: Ability to gain attention and respect of others, including peers, superiors and subordinates. Ability to provide assistance to others and interact one-on-one or in a group setting. Ability to motivate, persuade, negotiate and influence the actions of others. Initiative, Vision and Foresight: Ability to take action, institute new approaches, anticipate potential areas of concern. Ability to set standards of behavior and maintain a business focus. Ability to work in team environment, be self-motivated, accomplish established goals. Ability to suggest new approaches, generate alternatives. Be willing to go beyond the required effort. Problem solving, analytical, and decision-making skills: Ability to identify, analyze, organize and present solutions to potential problems. Interpret vast amounts of data, variables, incomplete data and unknowns. Identify critical information, eliminate extraneous information, draw relationships and make accurate conclusions/recommendations. Interpret and understand quantitative and/or financial data. Ability to draw conclusions and implement desired course of action.

Team Leadership: Ability to motivate and inspire others. Ability to establish and communicate a shared vision/goal. Ability to gain buy-in from team members. Establish challenging team standards. Create an environment of participation and involvement. Encourage/promote team members to take challenges and achieve. Solicit, interpret and act upon feedback from team members. Flexibility: Ability to multi-task and meet multiple deadlines. Ability to establish and reassess priorities, implement action accordingly. Ability to recognize conflicting information and ask for guidance. Implement actions in an ambiguous environment and lead or follow as the situation directs. Ability to meet short deadlines for high priority projects. Integrity: Ability to maintain confidentiality with politically sensitive issues. Ability to maintain accuracy and integrity of financial systems. Change Agent/ Innovative/Instinctive: Ability to suggest new approaches and take risks. Ability to generate creative and realistic alternatives. Ability to go from concept to reality. Ability to lead and embrace change. Values oriented: Committed to the mission of the Judiciary and the values/standards established. Maintains high ethical standards. Other: Maintain accuracy and integrity of financial systems and data. Technical expertise relating to the Judiciary, the Legislative process, the budget process, financial reporting and fund accounting. Computer skills of multiple word processing programs, multiple spreadsheets, databases, email, presentation software, etc. Financial reporting systems including PeopleSoft, FMIS, and BARS. Keeps abreast of new developments in Governmental accounting and Accounting

**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.**