

Job Title:	Deputy Director, Budget and Finance
Closing Date:	December 6, 2019
Office:	Administrative Office of the Courts, Department of Budget and Finance Annapolis, MD
Salary:	\$114,856* * 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, At-Will, Full-time
Financial Disclosure:	Yes

As part of the Department of Budget and Finance, you will be joining a dynamic and innovative team that provides invaluable support to the Maryland Judicial Branch!

Essential Functions: Oversight of the Budget and Finance office and all related functions. Provides executive leadership and administers the operational areas in the Department of Budget & Finance including accounts payable, revenue, budget, and reports. Oversight of the formulation, justification, presentation and execution of a \$603 million budget. Administers the human resource management of the Department for a staff of 23 employees. Ensures compliance with state laws, accounting regulations, Judiciary policies, Judiciary rules, state regulations and accounting policies as they relate to budget and finance. Serves in an advisory capacity to the Chief Judge, State Court Administrator and Deputy, elected Clerks of the Courts, Assistant Administrators, & senior management. Represents the Judiciary concerning budget, accounting and financial matters internal and external to the Judiciary. Serves as an institutional resource to all programs within the Judiciary concerning financial/budget/accounting matters. Oversight of the statewide Judiciary Financial PeopleSoft system (GEARS), including completing required configuration changes, evaluating and testing enhancements and coordinating, scheduling and presenting GEARS training. Additionally, responsible for all Financial PeopleSoft communication to the users. Manages the Judiciary Chart of Accounts and completes required configuration changes to the state FMIS system and PeopleSoft. Manages year-end financial close and all related year-end and other financial audits. This position is responsible for the accurate recordation of all Judiciary revenue and expenses, the development and consistent review of the Judiciary budget, the reconciliation of the Judiciary system to the state system, compliance with all GAAP and GAD regulations.

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

Experience: Eight (8) years of progressively responsible professional experience in budget or finance. Four (4) years of professional management experience.

Preferred: CPA License. Master’s Degree.

Skills/Abilities: Thorough understanding of all aspects of the financial execution and processes to include accounts payable, revenue reporting, reconciliation and budget. Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB). Knowledge of the state's General Accounting Division (GAD) procedures and policies. Knowledge and understanding of state accounting policies & procedures. Knowledge and operational understanding of state and judicial accounting systems and software to include FMIS, GEARS (PeopleSoft), BARS and DASH. Knowledge and understanding of state laws, Judiciary rules and state regulations. Knowledge and understanding of Judiciary policies and procedures. Knowledge of the Code of Maryland Regulations (COMAR) and ability to research the code. Knowledge of procurement policies and practices. Ability to evaluate processes and procedures and

develop methods to improve operational efficiency. Ability to effectively lead, supervise, manage, delegate and make effective decisions. Experience managing a multi-discipline department to meet the needs of staff, audit, regulatory and government compliance, internal management and customers. Effective communication skills to provide guidance and to interpret written policies and laws. Ability to multitask in a dynamic, fast moving department. Strong analytical and problem-solving skills. Understanding of coding and proper classifications of revenue and expenses. Provide guidance and mentoring for staff growth. Ability to perform all essential functions of this 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.