



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

Division Director, Financial Administration Division

Recruitment Period: Submit resume by **July 17, 2017**

Number of Positions: One (1) position

FLSA Status: Exempt

Starting Salary Range: \$80,000 - \$130,000

Position Location: Fulton County, GA

Job Summary:

The Judicial Council/Administrative Office of the Courts seeks a fulltime Division Director to work within the Financial Administration Division in its Atlanta office. The Division Director is a senior management position which plans and oversees the operation of the Financial Administration Division.

The incumbent directs Division activities involving, accounting services and payroll, benefits administration, property management, purchasing, fleet and records management, and agency procurement services. A high degree of analytic ability and inductive reasoning is required to devise new approaches to deal with highly complex or unsolved fiscal matters. Supports the development of annual budgets. Sets short-term and long-term Division objectives in support of the Judicial Council/AOC's goals and ensures that work completed within the Division is conducted efficiently, effectively, and in conformance with internal policy, procedures, external laws, regulations, and guidelines.

Job Responsibilities and Performance Standards:

- Provides input into the establishment of Judicial Council/AOC fiscal goals from the perspective of own Division and with an understanding of other divisions' roles in the AOC.
- Recommends and/or coordinates the development of short-term and long-range Division goals.
- Communicates Division's goals, priorities, and expectations to staff; oversees implementation plans, monitors, and assesses progress towards plans, and takes corrective action to ensure results are achieved according to plans.
- Supports preparation of the budget for the Judicial Council/AOC in accordance with instructions provided by the legislative budget offices and OPB; provides fiscal information as requested by the executive and legislative branches; and attends Legislative Committee meetings, as necessary, to discuss budget and expenditures.
- Monitors Judicial Council/AOC expenditures in comparison to the budget; takes appropriate steps to ensure the budget is met; provides information to division directors regarding expenditures.
- Provides input and approves the Judicial Council/AOC's fiscal year-end financial statements; ensures that financial statements are prepared in accordance with generally accepted accounting principles and other comprehensive basis of accounting.
- Oversees annual fiscal audit process, and additional follow-up.

- Provides guidance to assigned staff in the allocation of personnel, priority setting, technical issues, personnel issues, resource allocation issues, and any other significant operational aspect that affects the Division or AOC's goals, policies, and procedures or is impacted by laws and regulations.
- Manages and performs the final review of work products completed by the Division; conducts annual performance reviews of subordinate staff; identifies trends and takes corrective steps to reduce problems and errors.
- Creates and modifies policies, procedures and guidelines in support of meeting Division objectives.
- Approves significant expenditures within budget constraints and internal guidelines.
- Ensures that work is effectively coordinated with other divisions of the AOC.
- Ensures that the AOC is appropriately represented at key internal and external meetings and activities; personally represents the Judicial Council/AOC on significant matters, as authorized.
- On behalf of the Division and the AOC, may interact with representatives of other governmental entities, citizen and taxpayer groups, legislators and legislative committees, vendors, and other organizations, as directed.
- Performs and delegates special assignments and other responsibilities as required.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with emphasis in public administration, business administration, accounting, finance or related field.
- Seven to ten years of progressively responsible experience in public administration, accounting, auditing, budgeting, or related field.
- Ability to travel overnight, statewide and regionally, as dictated by the functions of the position and the business needs of the agency.

Preferred Qualifications:

- Master's degree in public, business or court administration, law or related field of study.
- Significant accounting or budgeting experience, license as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
- Thorough knowledge of PeopleSoft and intermediate level of Microsoft Word, Excel, and Access are essential. May require working knowledge of AS/2 software, ACL Audit Command Language.

To apply: Submit a resume to resume@georgiacourts.gov by 11:59 p.m. EST **July 17, 2017**. Subject line must include: **Division Director, FAD**.

This position is subject to close at any time once a satisfactory applicant pool has been established.

Additional Information: Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodations whenever possible.

The Judicial Council/Administrative Office of the Courts is an Equal Opportunity Employer