

**CHIEF OF FINANCE & ADMINISTRATION**  
**(Location either Augusta or Portland Maine)**  
**Open till filled**

**GENERAL SUMMARY**

The Chief of Finance and Administration (CFA) is an executive-level position that reports directly to the State Court Administrator (SCA). This is a highly responsible leadership position with oversight of the Finance Department and other operational areas of the Maine Judicial Branch and serves as an advisor to the SCA on financial and administrative matters of the branch.

The Chief is charged with the establishment and maintenance of fiscal procedures utilized throughout the Judicial Branch. Provides leadership and management for the Finance and Facilities departments. Develops strategic vision and goals for areas of oversight and works closely with functional areas to ensure that they are aligned and working towards these goals.

The CFA also serves as a member of the Administrative Leadership Team, addressing challenges, proposing solutions, and providing input on Judicial Branch policy and other matters.

**ESSENTIAL JOB FUNCTIONS** \*

- Advises and assists the State Court Administration in performing their duties.
- This position has primary control of all fiscal and fiduciary responsibilities for the Judicial Branch.
- Has overall responsibility for the operations of the Financial Services and Facility Departments and other functional areas as assigned by the State Court Administrator.
- Leads and develops a team of employees, and exercises general supervision for all operational areas, as directed by the State Court Administrator.
- Evaluates the effectiveness of financial procedures in the court system and develops improved methods of operation.
- Establishes and maintains strong relationships with cross functional groups and acts as a business partner to identify needs and seek full range of business solutions.
- Establishes and maintains strong relationships with senior executives to identify their needs, provide guidance and seek full range of business solutions.
- Develops recommendations to strategically enhance financial performance and business opportunities.
- Oversees and assists with biennial budget development, analyzing projections for budget preparation to ensure sufficient funding is requested.
- Ensures credibility of finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Implements and refines processes for the accurate analysis of budgets, financial trends and forecasts.
- Provides recommendations to strategically enhance financial performance and business opportunities.
- Reviews, negotiates, and manages contracts to ensure protection and preservation of State assets.
- Serves as a member of the State Court Administrator's Administrative Team and participates in developing policy and procedures affecting the Judicial Branch.
- Assists in the preparation of financial and other information for the collective bargaining process and serves as the financial representative on the management team.
- Works with the Maine Governmental Facilities Authority to issue bonds and manage court construction project and bond related accounts.
- Effectively manages banking and treasury relationships to ensure adequate cash flow management.
- Works with Director of Budget and Accounting and Court Management Analyst to determine fiscal impact for proposed legislation.

- Works with the Director of Court Facilities to develop maintenance, major facility, equipment, and capital requirement schedules.
- Serves on court building project committees, assists in facility lease negotiations, and prepares leases.
- Works with other branches of State Government to ensure efficient and effective financial management.
- Ensures that effective internal controls are in place and ensures compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial and tax reporting.
- Oversees Revenue and Collections and provides leadership in the development and evaluation of short and long-term strategic financial objectives.
- Assists other Administrators to prepare budgets, negotiate contracts and ensures that services are coordinated with other administrative and court operation requirements.
- Serves as a liaison with representatives from various governmental agencies.
- Engages in high level assessments of Maine Judicial Branch operations to aid in the improvement of overall performance.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Regular statewide travel is required.
- Infrequent out-of-state travel may be required.
- Performs other duties as required.

*The above list is intended to describe the general nature and level of work being performed by employees in this classification. A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.*

### **EDUCATION AND EXPERIENCE REQUIRED**

- Graduation from an accredited four-year college with a degree in court administration, public administration, finance, accounting, business administration or a related field.
- Minimum of ten (10) years of leadership experience.
- Minimum of ten (10) years of supervisory experience managing the daily business operations of an organization.
- At least eight (8) years of experience in related financial or administrative work.
- MBA, CPA or Masters in Public Administration preferred.
- Experience in a public sector financial position is strongly desirable.
- Experience with public sector budgeting strongly desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of modern principles and practices of public administration, accounting, finance, budgeting and procurement.
- Knowledge of business management styles/techniques with experience in managing a complex and diverse workforce.
- Knowledge of statutes and regulations governing government/public sector accounting and procurement.
- Proficiency in using personal computers and software for accounting applications.
- Ability to interact effectively with judges, court personnel, the public and government officials in a variety of situations and circumstances.
- Ability to organize, direct and coordinate administrative activities in a manner conducive to full performance and high morale.
- Ability to prepare and analyze complex fiscal records and reports.
- Ability to formulate and express ideas on complex subjects clearly and concisely, both orally and in writing, for a wide range of audiences.
- Proven ability to work positively in a changing system.

- Ability to plan and supervise the activities of subordinate managers and staff in a manner that fosters excellent performance and positive morale.
- Ability to exercise initiative, imagination, and sound judgment in recommending policies and making decisions.
- Ability to foster and maintain the trust and confidence of colleagues, staff, judges, legislators, and leaders and staff of other agencies.
- Ability to perform a wide variety of duties competently and ethically while under the pressure of deadlines.

**PHYSICAL AND MENTAL DEMANDS** (include but are not limited to:)

Must be able to remain in a stationary position for prolonged periods to conduct office work, such as desk work and attending meetings. Needs to move inside or outside the office space to access file cabinets, office equipment, and assigned work locations. Must be able to use dexterity and coordination to use telephone, keyboard, computer and other office systems and equipment efficiently. The person in this position must be able to understand direction and possess cognitive, intellectual, and mental ability to concentrate on details, perform more than one complex task at a time, handle diverse pressures, train and evaluate others, respond to complaints, understand complex subject matter, communicate complex concepts, and solve complex problems. The person in this position must use logic to analyze and prioritize. The person in this position must be able to communicate with others and regularly exchange ideas, information and meaning with others. The person in this position needs to adapt well in the face of workplace stressors such as complaints, competing priorities of reasonable or high significance to the successful function of the unit.

Within the requirements and framework of the law, reasonable accommodation will be made to enable an otherwise qualified individual to perform the essential functions of the job.

*\* External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation, to be determined based on individual assessment.*

**Salary Information**

- **Confidential Management Grade 24; \$118,705.60 - \$152,443.20 Annually**

**Full time. Generous fringe benefits. These include: a defined benefit pension plan; paid life insurance; health, dental and vision plans; flexible spending arrangements; paid holidays, vacation and sick leave; employee assistance program; tuition reimbursement; child and elder care reimbursement; gym reimbursement program; and 457(b) deferred compensation plan.**

**This posting will remain open until filled. Cover letter, resume, and on-line application required.**

**Please note only on-line applications will be accepted: <https://www.courts.maine.gov/about/jobs.html>**

**The Judicial Branch is an EEO/AA employer.**