



Washington Courts Employment Opportunity

Administrative Office of the Courts

CHIEF FINANCIAL AND MANAGEMENT OFFICER

(DIRECTOR, MANAGEMENT SERVICES DIVISION)

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

Job #: 2021-28
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: Range: \$135,000 - \$145,000 (DOQ)
Opens: May 7, 2021
Closes: May 26, 2021

Notes: Top candidates will be invited to interview via video conferencing on June 4, 2021. The start date for this position will be on July 1, 2021, to facilitate the incumbent transition.

The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

The Chief Financial/Management Officer reports to the State Court Administrator. This executive-level position is responsible for planning, developing and executing the judicial branch biennial budgets, Administrative Office of the Court's budget, and supplemental requests.

This Chief Financial/Management Officer is a member of the Administrative Office of the Courts (AOC) Leadership Team and has the authority to direct in assigned areas of responsibility for the State Court Administrator subject to general policies, guidelines, and constraints. The position plans, directs, and coordinates the Management Services Division's work through assigned division staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates work methods and procedures, and identifies and resolves problems and/or issues. The position works closely with the Supreme Court and judicial branch governing bodies.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, implements, and maintains Management Services Division's goals, objectives, policies, and priorities for assigned service areas; ensures that established goals and priorities are achieved.
- Directs the development of the agency's biennial budget to include business plans, goals and objectives, and mission.
- Manages and coordinates the judicial branch budget; monitors and approves expenditures; advises appropriate division personnel on budget matters; makes adjustments to the budget as necessary.
- Coordinates, directs and supervises the planning, development, and execution of division services and activities for financial services, contracts management, risk management, guardianship services, and continuity of operations, public records, and staff services.
- Assists the State Court Administrator in developing and evaluating policies and procedures, the establishment of priorities, organizational development, and business planning for the Administrative Office of the Courts and within the Management Services Division.
- Reviews and evaluates the activities of the Management Services Division and makes recommendations for necessary adjustments and implementation of approved policies and procedures as required.
- Develops techniques, procedures, methods, communications, and reporting that enables the State Court Administrator to be fully informed of the operations and fiduciary requirements of the agency.
- Represents the Administrative Office of the Courts and/or the Management Services Division as required at various meetings with the legislature, state agencies, and outside parties.
- Undertakes specialized tasks, studies, and assignments as requested by the State Court Administrator.
- Performs other duties as required.

REQUIRED QUALIFICATIONS AND CREDENTIALS

Bachelor's degree in business administration, public administration, or closely allied field **AND**

Eight (8) years of progressively responsible management experience to include financial management, organizational management, policy development, and administration of major program(s) or project(s).

Relevant professional-related experience may substitute year for year for education requirement.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Master's degree in accounting or finance preferred.
- State or Governmental Accounting experience.
- Experience working as a Financial Officer for a State or Governmental agency.
- Experience in Contract negotiation and management.
- Large department or division financial and governance oversight.
- Analysis of data and financial reports and making recommendations to the Leadership team.
- Experience supervising or leading employees.

- Strong interpersonal skills: Ability to effectively communicate and manage well at all levels of the organization.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Resume** (chronological)
3. **Judicial Branch/AOC Application for Employment**

A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.

The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

Please email all application materials to: employment@courts.wa.gov in a PDF format (Word documents are also accepted).

Application materials will also be accepted by regular mail or by fax:

**Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170**

Fax number: (360) 586-4409

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington, and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two-hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation, and Benefits.