



Eleventh Judicial Circuit of Florida
**Chief Financial Officer – Administrative Services Division
(County Funded)**

SALARY	\$112,370.44 - \$188,132.62 Annually	LOCATION	33128, FL
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-9209	DIVISION	Administrative Services Division
UNITS	Court Administration	OPENING DATE	02/01/2024
CLOSING DATE	2/29/2024 11:59 PM Eastern		

Description

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary.

This is a highly professional position serving as the Eleventh Judicial Circuit's Chief Financial Officer (CFO) directing, managing, and administering the Administrative Office of the Court's (AOC), Administrative Services Division which encompasses the court's state and county budgets, finance, accounting, and grants administration. The position is responsible for supervising staff; developing, analyzing, and monitoring operating budgets; preparing budget amendments; implementing fiscal programs and procedures; managing fiscal processes including budget, finance, cost accounting; and overseeing the processing of invoices. This position is also responsible for managing administrative functions, including overseeing the preparation of periodic financial reports and annual statements; providing fiscal support to C-suite administrators and AOC management; advising as to the budgetary impact of contractual obligations, and interacting with vendors and other fiscal officials. Related duties include conducting financial and programmatic research, performing data entry and spreadsheet development tasks, staff training, and making presentations. This position also oversees the AOC's Grants Administration Unit including reviewing planned grant activities, submission of required reports, and the financial component of grant contracts. The CFO must use independent judgment and discretion and maintain confidentiality of sensitive issues. The position reports major activities to the Trial Court Administrator through meetings and reports.

This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Responsibilities

- Directs and supervises staff, including organizing, training, assigning and evaluating work, counseling, disciplining, and hiring and termination recommendations; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.
- Plans, organizes, directs, and coordinates the work performed in the Administrative Services Division; monitors the day-to-day operations of the Budget, Finance/Cost Accounting, and Grants Administration Units within the Division providing guidance, ensuring compliance by staff with applicable policies, procedures, and regulations.
- Conducts internal budget hearings with divisional management staff and senior management to determine the needs of the circuit.
- Directs, participates, and supervises professional level staff in the development, preparation, submission, and administration of the circuit's annual State legislative budget request and County budget request which includes the court's certification of Local Requirements; formulates budget recommendations and presents and defends budget requests.

- Directs and supervises professional level staff engaged in general budget administration, monitoring budget allocations, payments, and expenditures, classifying accounting transactions, reconciling journals, ledgers and other financial records, statements, reports, and summaries ensuring compliance with applicable internal policies and state laws and accounting and internal control procedures.
- Verifies that funding is properly allocated and posted in the circuit's budget; monitors expenditures and determines and prepares budget amendments or internal budget transfers as needed ensuring application of state laws and internal policies; oversees cost projections; anticipates organizational changes and associated cost impact.
- Directs budget forecasting and analyzes expenditures, projections and trends; reviews financial status report to ensure that funds are properly spent according to established guidelines.
- Conducts review of funding availability and conformance to state and county budget policy and purchasing guidelines; makes recommendations for modification and cost effectiveness when necessary; approves expenditures. This includes requests for capital and technology purchases as well as contractual services and grant funding.
- Routinely monitors the posting of revenue funds using the FLAIR and FAMIS systems and reviews reports for accuracy.
- Analyzes data and determines effective allocation of financial and physical resources given organizational needs and court priorities; conducts fiscal-related analytical studies/trends and makes recommendations for cost effectiveness and projections.
- Represents the circuit in state and county budget matters. Prepares and makes presentations to a variety of individuals including the chief judge, judges, trial court administrator, senior level administrators, State Courts System managers, elected officials (Board of County Commissioners and State Legislators), Miami-Dade County administrators and other agency administrators regarding the budgetary process, law updates, and budget changes.
- Oversees the processing of travel reimbursements and invoices for payment.
- Responds to budget and financial requests for information from the Office of the State Courts Administrator and various Miami-Dade County Departments.
- Works with senior management to develop short and long-range plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.
- Interfaces with state and county budget and finance departments concerning matters such as expediting payments, lost documentation, past due bills, special requests, or allowable and unallowable expenses.
- Assists in the research and evaluation of court programs and operations, including the development and application of improved methods of administration for the purposes of increasing the efficiency and effectiveness of court administration.
- Oversees the financial management of grants and directs and supervises professional level staff engaged in the coordination of all pre and post-award grant related activities.
- Oversees funding approval, draw-down of funds, and creation of accounts.
- Facilitates and supports strategic partnership activities with outside agencies, community organizations, and other entities by participating in partnership meetings, and assisting in negotiations of roles and duties.
- Serves as the court's senior level liaison between the grant applicant, service providers and grant funding agency.
- Reviews requests from various departments, ensuring timely response and efficient handling of requests; assists staff to facilitate the judicial process; conducts research, and develops and participates in special projects as required.
- Manages administrative matters such as preparing and/or presenting routine or special reports, spreadsheets, charts, and graphs, or coordinating timely completion and submission of required reports.
- Conducts research studies and projects, manages preparation and review of financial reports or correspondence.
- Develops policies and procedures in consultation with senior management to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies.
- Develops and implements the Administrative Services Division's policies and procedures and formulates the division's operating manual of procedures. Ensures compliance with county/state policies and procedures and identifies areas for improvement and implements changes.
- Establishes and maintains working relationships with staff from the Office of the State Courts Administrator; Miami-Dade County Office of Management and Budget and the Eleventh Judicial Circuit. Communicates with various departments in response to budget, finance/cost accounting and travel.
- Attends and/or conducts staff, committee and other professional meetings and conferences to exchange information and update superiors; attends technical or professional seminars or conferences to improve professional skills and stay informed of current trends for the area of responsibility.
- Performs related work as required.

Qualifications

- Bachelor's degree in accounting, finance, business administration, public administration, court/judicial administration, or a closely related field.

- Eight (8) years of progressively responsible professional administrative experience, including five (5) years of managerial experience in a supervisory capacity, and three years of professional and/or administrative financial analysis experience in budgets and forecasting in a public or governmental environment to include experience in financial reporting, grants administration, and compliance.
- A master's degree in an area cited above may substitute for two years of the recommended non-management experience.
- Certified Public Accountant (CPA) License is highly desired.
- National Center for State Courts Institute for Court Management certification highly desirable.

Knowledge, Skills, and Abilities (KSAs):

- Extensive knowledge of the principles of public and business administration and organizational and management analysis.
- Extensive knowledge of the principles, policies, procedures and techniques of budgeting, finance, accounting and procurement and their applications to government.
- Extensive knowledge of the legislative process, including the budget process.
- Extensive knowledge of the laws, rules, and regulations relative to financial records and reports.
- Extensive knowledge of accounting systems, operating activities and fiscal programs of the state and county.
- Knowledge of the Florida State Courts System and Court Administration.
- Knowledge of the organization, functions, responsibilities, procedures of the courts and internal control systems.
- Ability to perform daily work involving written or numerical data, make arithmetic calculations using practical application of fractions, percentages, ratios, and proportions and accurately summarize and monitor complex budgetary information including descriptive statistics into an understandable format.
- Ability to synthesize or integrate analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.
- Ability to conduct research to discover new methodologies or to find solutions for unresolved problems.
- Ability to negotiate, achieve savings, and prevent losses through the development and administration of programs and policies.
- Ability to read and interpret advanced professional materials; write complex reports and papers; speak to high level professional groups.
- Ability to develop long-range goals, plans, and methodologies including a plan of anticipated needs and expenditures.
- Ability to work in an environment with frequent changes in conditions, competing priorities and changing policies.
- Ability to apply broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results.
- Ability to plan, conduct studies designed to improve the management of the courts and make recommendations and/or decisions that impact the entire organization, other activities and organizations, and the general public.
- Ability to develop and administer contract management policies, understand terms of vendor contracts, and resolve contract disputes.
- Ability to track and interpret proposed legislation that affects budgeting, finance, and accounting and purchasing policies and procedures.
- Ability to exercise judgment and discretion in devising, installing, and interpreting court policies, rules, and regulations.
- Ability to direct professional level staff in the sequence of major activities in a manner conducive to full performance and high morale and report on operations and activities which are very broad in scope.
- Ability to mentor others by advising, counseling, or guiding them regarding problems that may be resolved by professional principles.
- Ability to establish and maintain effective working relationships with others.
- Ability to use a personal computer and budgeting, finance and accounting and purchasing software applications and systems such as Microsoft Office Suite, INFORMS (Integrated Financial Resources Management System), Budget Analysis Tool (Bat), FLAIR (Florida Accounting Information Resource), FAMIS (Financial Accounting and Management Information System), My Florida Marketplace (MFMP) and other related government budget, finance, and accounting systems.
- Ability to conduct conferences and meetings and to express ideas clearly, concisely, and effectively in writing and orally before executives, managers, judges, and other public officials.
- Ability to manage time and resources and maintain confidentiality and discretion concerning sensitive budgetary issues.

Working Conditions/Physical Demands/Licenses Certifications

Working Conditions:

- Moderate noise; business office setting.

Physical Demands:

- Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Licenses Certifications:

- Certified Public Accountant certificate highly desirable.
- National Center for State Courts Institute for Court Management certification highly desirable.

Agency

Eleventh Judicial Circuit of Florida

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