



THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Chief Financial Officer
SALARY RANGE: \$124,447.00 - \$170,567.00
DATE POSTED: February 22, 2024 - Until Filled

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Business Administration, Finance or related field.
- Master's degree in Accounting, Business Administration, or Finance or Certified Public Accountant (CPA) preferred.
- Knowledge of government finance, budgeting and auditing, database and accounting computer applications systems.
- Ten (10) years of increasingly responsible experience for providing multi-faceted direction and planning in financial operations and administration.
- Seven (7) years of experience having demonstrated flexibility and creativity in providing financial operations support and expertise in a fiscally-challenged public sector environment.
- Thorough knowledge of federal, state, and local regulatory requirements related to government accounting and finance, as well as those affecting operations of all aspects of the Court.
- Experience in areas of information technology, project management, including assessing risks and exposures, identifying options and alternatives, making decisions, and implementing corrective actions.
- Proficient using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Responsible for directing the fiscal functions of the Third Judicial Circuit of Michigan (Court). Acts in accordance with financial management techniques and practices appropriate within the public sector. Directs and oversees all aspects of financial planning and accounting for the Court, including long-range planning; budget preparation; and supervision of all accounting functions. Exercises due diligence of all financial functions to ensure accuracy and compliance with the law, other regulatory and advisory organizations, and with generally accepted accounting practices. Directs and oversees all financial activities of the Court including preparation of financial reports, summaries and forecasts. Provides leadership, planning, and management for all areas of finance strategy, development, implementation and support necessary for efficient operation of the Court and to achieve long-range goals. Reports to the Executive Court Administrator (ECA). Employees in this title are expected to maintain a professional appearance and demeanor.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE CAREER SITE PAGE. THE LINK IS LISTED BELOW.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the screening process may be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

SCREENING EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Interview	100%

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received no later than 4:30 p.m. on the last day of this announcement. **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM THROUGH THE COURT'S WEBSITE: www.3rdcc.org. The direct link to this site: <https://secure6.entertimeonline.com/ta/6051784.careers?CareersSearch>**

A valid email address is required to apply. Applicant will receive a confirmation after successful submission of the electronic application. An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL AND/OR IV-D BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****