



# Judicial Council of Georgia Administrative Office of the Courts

## JOB ANNOUNCEMENT

### Division Director and CFO Financial Administration

**Recruitment Period:** Open until filled

**Number of Positions:** One (1) position

**FLSA Status:** Exempt

**Hiring Salary:** \$100,000 - \$125,000

**Position Location:** Fulton County, GA

#### **Job Summary:**

The Judicial Council/Administrative Office of the Courts (JC/AOC) seeks a fulltime finance professional to serve as its chief financial officer and lead the Financial Administration Division in its Atlanta office. The CFO is a senior management position who manages an energetic and dedicated professional staff; advises judicial leaders from every class of court, executive directors, and court professionals; coordinates with the Georgia Office of Planning and Budget (OPB), Georgia Building Authority, Department of Audits and Accounts, and other executive branch agencies; and collaborates with the JC/AOC Director and Chief Budget Officer. The work of the CFO is fast-paced and essential to the efficient functioning of this statewide judicial branch agency. A hybrid work environment incorporating telework days is available.

The CFO directs Division activities involving, accounting services and payroll, benefits administration, property management, purchasing, fleet and records management, and agency procurement services. The CFO oversees all fiscal aspects of the \$96 million American Rescue Plan Act (ARPA) judicial grant program including overseeing the work of the ARPA fiscal team, reporting to the ARPA committee and chair on progress and challenges, serving as a liaison with OPB and the Governor's office, producing or ensuring the production of grant-related reports, communicating with grantees, and ensuring disbursements are made on a timely basis pursuant to plan. A high degree of professionalism, discretion, analytic ability, and inductive reasoning is required to devise new approaches to deal with highly complex or unsolved fiscal matters. The CFO also supports the development of annual budgets, sets short-term and long-term Division objectives in support of the JC/AOC's goals, produces required reports, 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:**

- Participates in senior staff meetings and activities.
- Provides input into the establishment of JC/AOC fiscal goals from the perspective of own Division and with an understanding of other divisions' roles in the JC/AOC.
- 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 the annual preparation of the budget for the JC/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.

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

- Monitors JC/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 JC/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 JC/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 JC/AOC.
- Ensures that the JC/AOC is appropriately represented at key internal and external meetings and activities; represents the JC/AOC on significant matters, as authorized.
- On behalf of the Division and the JC/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 Requirements:**

- 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:**

- Significant accounting or budgeting experience, license as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
- Master's degree in public, business or court administration, law or related field of study.
- 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.
- Experience managing grant payments.

**To apply:** Submit a PDF cover letter and resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) . Subject line must include **CFO JC/AOC**.

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](mailto:resume@georgiacourts.gov) or call 404-556-7516. The JC/AOC will attempt to meet reasonable accommodations whenever possible. See <https://jcaoc.georgiacourts.gov> for more information.

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