MONTANA JUDICIAL BRANCH

DIRECTOR OF BUDGET & FINANCE

# Nature of Work:

 This is advanced financial, administrative and management work in directing the operations of the Financial Services Division of the Montana State Court Administrator’s office. Work involves responsibility for planning, developing, organizing, coordinating and directing the policies and programs for planning, budget analysis and preparation; financial operations including payroll, grant management, internal control, audit liaison, procurement, asset management, and contract administration; financial work related to youth court funding including Juvenile Delinquency Intervention Project (JDIP), Prevention Intervention Funds (PIF), parental contributions, youth court fees and restitution accounts; inter-governmental relations and facilities management, and public information.

Provides direct supervision to a division staff of professional, financial, administrative, technical personnel as assigned. Work is reviewed by the State Court Administrator on the basis of audits, reports, and on-going results achieved.

**Essential Functions**: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)

* Directs and coordinates administrative functions to include planning, budgeting, fiscal management, accounting, procurement, payroll, space and facilities, intergovernmental relations, and public information.
* Provides direction, guidance and training to Financial Services Division staff; evaluates staff.
* Prepares, coordinates, and administers judicial branch budgets and financial plans. Working knowledge of budget processes and the IBARS budgeting system.
* Meets with Office of Budget and Program Planning and Legislative Fiscal Staff to discuss financial needs and priorities and assists in presenting the budget to the Legislature.
* Oversees administration of Supreme Court budgets including personal services expenses, supplies, other charges and services, and equipment. Provides information to the Supreme Court on budget and financial status as needed.
* Coordinates application and use of the Statewide Accounting, Budgeting and Human Resource System (SABHRS) in the Financial Services Division.
* Develops and approves procedures for all accounting transactions including the disbursement of funds, payment of court expenses, payroll processing and collection of monies for budgeting and auditing purposes.
* Develops and implements processes that comply with federal and state government financial reporting requirements.
* Oversees the compiling, analyzing and reporting of financial data to evaluate record keeping practices, make recommendations and plans for future improvements.
* Develops, implements and revises standards, rules, and guidelines to achieve uniform court financial management policies and procedures.
* Coordinates the preparation, administration and management of federal and state grant applications.
* Reviews processes and policies to determine appropriate application of accounting principles and practices.
* Coordinates and manages all required fiscal year end activities. Manages year end budgets to include moving spending authority as needed while following state law.
* Oversees the functions performed by Youth Court financial specialists in managing multiple funding sources including Juvenile Delinquency Intervention Project (JDIP), Prevention Intervention Funds (PIF), parental contributions, youth court fees and restitution accounts. Working knowledge of JCATS.
* Acts as liaison with federal and state auditors, reviews financial/compliance audit reports and assures corrective action is taken as needed.
* Establishes procedures for distribution and accountability of monies in accounts for legal assistance for indigent victims of domestic violence.
* Develops and implements internal management controls to account for all financial transactions and safeguard judicial branch property and assets.
* Oversees the development and maintenance of asset inventories.
* Communicates with elected officials within the Judicial Branch regarding a wide range of financial matters.
* Directs the preparation and issuance of bid documents such as Requests for Proposals (RFP) and Requests for Information (RFI) and develops criteria for evaluation of such responses.
* Prepares and reviews all contracts for Judicial Branch and submits to Court Administrator for signing and processing.
* Evaluates contracts to ensure compliance with state law, judiciary policies, and service requirements.
* Maintains position control over Judicial Branch FTE and performs work related to personal services costs. Work in this area includes projecting costs, monitoring expenditures and making recommendations to Court Administrator and other managers.
* Conducts space assessment and makes recommendations for long-range facility needs.
* Coordinates with Department of Administration on facility remodels and enhancements.
* Represents the judiciary in executive and legislative meetings.
* Monitors legislation that impacts the judicial branch and prepares fiscal notes.
* Prepares and drafts judicial branch legislative proposals and monitors and analyzes legislatives initiatives for court impact.
* Provides information to the executive and legislative branches and the general public. Prepares written and oral reports and responds to requests for information as needed.
* Serves as liaison to state and local government agencies and departments, private groups, community organizations, and the general public.
* Represents the Supreme Court in matters of risk management, loss control, and liability with the Department of Administration.
* Represents the Court Administrator at meetings and conferences as required.
* Assesses administrative services needs, develops strategies and implementation plans for accomplishing administrative services work including conducting research, compiling data, and determining options for achieving goals and objectives.
* Maintains and assures quality of administrative records, data, and information.
* Provides staff support and assistance to committees and workgroups on administrative issues.

# Knowledge, Abilities and Skills:

Thorough knowledge of the principles and practices of public and business administration, organizational development, budget and financial management, accounting, process improvement, performance management, negotiation and conflict management, and group facilitation.

Thorough knowledge of project management techniques as related to administrative services planning and implementation.

 Thorough knowledge of Montana’s budget preparation process and the State’s appropriation, budgeting, and accounting systems and practices.

 Thorough knowledge of modern principles and practices of governmental financial accounting and reporting, and generally accepted accounting principles and practices.

 Considerable knowledge of the programs, functions, and operating policies and practices of the judicial branch.

 Considerable knowledge of modern management and supervisory principles and practices.

 Considerable knowledge of court process and terminology.

Ability to organize, implement, and maintain a variety of administrative services projects and functions.

Ability to cultivate a team management environment and establish and maintain effective and positive relationships with others.

Ability to understand and interpret legislation, court rules, administrative orders, policies and procedures.

Ability to plan, organize, manage, and coordinate multiple projects simultaneously.

Ability to provide mentoring to others.

Ability to effectively supervise and evaluate the work of others.

 Ability to plan, assign, direct, and evaluate the work of various program directors, managers, supervisory, and non-supervisory positions.

 Ability to assess, recommend and implement various administrative programs, policies and procedures, and initiate program improvements.

 Ability to represent the judiciary and work with executive and legislative branch agencies and other entities.

 Ability to develop and implement systems for tracking legislation having a budgetary or fiscal impact upon the judiciary and preparing responsive fiscal impact statements.

 Ability to prepare and interpret complex fiscal records and reports, identify problems and affect appropriate solutions.

 Ability to provide sound advice and counsel to assigned boards and committees on the application of rules, policies, and procedures, matters under consideration and grant programs which may apply.

 Ability to manage multiple assignments, some with state-wide impact upon the judiciary, and many competing priorities.

 Ability to communicate clearly and concisely, orally and in writing.

 Ability to establish and maintain effective working relationships with the Supreme Court Justices, District Court Judges, State Court Administrator, designated boards and committees, other state agency personnel, legislative branch officials, other judicial branch administrators, employees, and the general public.

 Skill in the operation of a personal computer.

**Working Conditions:**

Work is performed primarily in an office setting.

**Physical Demands**:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as papers and files.

**Qualifications:** (Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)

Possession of a Bachelor’s degree from an accredited college or university in business administration, public finance, public administration or a related field, and considerable experience in directing financial and administrative operations, including five years of managerial experience.

**Licensure and Certification Requirements:**

 None required.