

JOB #2014-036-M6 [> Click Here for Further Information <](#)
FINANCIAL SERVICES BUSINESS MANAGER



Where is AOC Located?

The Administrative Office of the Courts 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.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

- JOB NUMBER:** 2014-036-M6
- POSITION:** Financial Services Business Manager
- SALARY:** \$57,240 TO \$75,084 per year DOQ
- LOCATION:** Olympia, Washington
- OPENS:** October 1, 2014
- CLOSES:** October 20, 2014

Overview

Manages the Financial Services section of the Administrative Office of the Courts. Responsibility includes providing central accounting services to the Supreme Court, Court of Appeals, Clerk’s Office, Commissioner’s Office, Reporter of Decision’s Office, the Law Library, the Office of Public Defense, and the Office of Civil Legal Aid.

Supervises professional accounting staff involved in the tracking and monitoring of all expenditures and revenues, funds management, accounting reports and statements, and development of new/ modified accounting systems.

Reports to the Management Services Comptroller and is responsible for management of the accounting functions and business process for the Administrative Office of the Courts, Supreme Court, Court of Appeals, Clerk’s Office, Commissioner’s Office, Reporter of Decisions, the Law Library, the Office of Public Defense and the Office of Civil Legal Aid.

Performs duties at the professional expert level expected to provide recommendations on complicated issues. Work is performed independently with decision making responsibility with areas of expertise.

Essential Activities

- Supervises, trains, and reviews work of accountants and fiscal technicians responsible for daily accounting and business processes including review and approval of invoices, vouchers and payroll.
- Supervises establishes and maintains accounting records, including cost distribution.

FINANCIAL SERVICES BUSINESS MANAGER

AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

Essential Activities (continued)

- Establishes and maintains accounting systems and controls to meet standards, evaluates these systems and makes modifications as needed.
- Prepares annual financial reports for the Office of Financial Management (OFM), reconciles and closes funds at the end of the biennium, and prepares carry forward balances in the automated AFRS system.
- Reviews monthly and quarterly financial status reports. (State and Federal)
- Reviews accounting and data processing systems and functions; makes recommendations for changes and works with Human Resource Management System (HRMS), Department of Information Systems (DIS) and Office of Financial Management (OFM) in implementing changes.
- Coordinates with AOC Contracts Officer to enable monitoring and tracking of payments made under specified contracts.

Key Competencies

- Expert knowledge of: accounting principles, methods, practices and terminology; state governmental accounting including objectives, requirements and procedures; internal auditing principles, procedures and practices; effective and efficient business management principles and practices, financial records, reports, office practices, business law, training and management principles and techniques; automated accounting systems and applications.
- Proficient skills to manage, supervise and direct the accounting operations having diverse accounts, economically and effectively manage the business activities of the AOC and recognize and solve difficult and complex accounting, business problems; devise, develop, install and operate accounting systems; provide sound advice.
- Proficient skills and abilities to provide recommendations and counsel to management officials relative to financial and business matters; meet and communicate effectively with numerous individuals both public and private; communicate effectively with others orally and in writing; establish and maintain effective working relationships.
- Proficient: ability to demonstrate interpersonal leadership skills and abilities to establish and maintain professional working relationships with co-workers, management, and other constituents.
- Accomplishes work objectives in cooperation with agency, court, state and professional colleagues.

FINANCIAL SERVICES BUSINESS MANAGER

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Send materials by email, fax or postal service to:

Washington State Administrative
Office of the Courts
Attention: Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504

Email: employment@courts.wa.gov or
Fax: 360-586-4409

Application materials will be screened for the purposes of determining who will be selected for an interview.

Key Competencies (continued)

- Proficient ability to demonstrate professional management skill and ability commensurate with managing people, time, and resources.
- Proficient knowledge level of the Washington State judicial community educational needs.
- Proficient ability to effectively communicate and coordinate time, resources, and staff to attain the desired results.
- Proficient knowledge and understanding of the interaction and mission of interested groups, boards, committees, the judicial community, and criminal justice partners regarding the development and delivery of educational programs/services.
- Proficient ability to understand the global view.
- Proficient knowledge of client, human resource, and organizational management concepts.

Qualifications

A Bachelor's degree in accounting **OR** a Bachelor's degree with a minimum of 20 semester or 30 quarter hours of accounting **AND:**

- Three (3) years of progressively responsible professional accounting experience **to include:**
- One (1) year of management/ supervisory duties.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of the Financial Services Business Manager may be considered in meeting the qualification baseline.

The preferred candidate will have:

- Three (3) years at the FA4 level in State Accounting.
- Two (2) years of experience with closing the fiscal year using the OFM reporting system.

To be considered for this position, please submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages).
- A chronological resume including: dates and total months/years in each position held for each previous employer.
- Completed AOC application form.

Failure to submit the required materials listed above may eliminate your application from consideration.