



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### COMPTROLLER

### Management Services Division

***Our Mission:*** Advance the efficient and effective operation of the Washington Judicial System.

*The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.*

*Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.*

**Job #:** 2021-72  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 76: \$90,888 - \$119,244 per year (DOQ)  
**Opens:** September 30, 2021  
**Closes:** Open until filled. First review of applications submitted will be on October 6, 2021. Applicants are encouraged to submit all application materials before October 6, 2021. AOC reserves the right to close the recruitment at any time.

***The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.***

**Note:** All AOC employees must be fully vaccinated against the COVID-19 virus by November 1, 2021. Please note that any offer of employment is contingent upon the candidate providing verification of their vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until the candidate has verified their vaccine status or an approved accommodation.

#### POSITION PROFILE

Serves as the Deputy Chief Financial Officer for the Administrative Office of the Courts (AOC), Supreme Court, Court of Appeals, and Office of Civil Legal Aid and is responsible for administration, coordination and implementation of budget and accounting business processes for the judicial branch of Washington State government.

#### DUTIES AND RESPONSIBILITIES

- Serves as section manager reporting to the Chief Financial & Management Officer/Management Services Division (CFMO/MSD) Director and exercises considerable

independent judgment and decision making within areas and scope of responsibility delegated by the CFMO/Division Director.

- Supervises development, implementation and monitoring of the biennial and supplemental budgets for the Supreme Court, Court of Appeals and AOC.
- Reviews preliminary budget proposals and assists with the development of supporting documentation and justification.
- Directs and accurate accounting of all expenditures; establishes and maintains all budget and accounting records to ensure financial condition of the judicial branch may be ascertained at any time; analyzes reports regarding the financial standing of the judicial branch and provides conclusions to court managements.
- Develops and modifies management reporting systems; oversees completion of the annual and biennial financial reports for the judiciary, and advises management on ways to maintain and improve financial and administrative conditions.
- Oversees the completion of judicial impact notes for AOC, Supreme Court, Court of Appeals and trial courts.
- Advises management on desirable operational adjustments due to changes in Generally Accepted Accounting Principles, Governmental Accounting Standards Board, Revised Code of Washington and judicial branch budget and accounting directives.
- Responsible for the development of revenue forecasts and analysis of revenue collection history and trends.
- Represents the AOC in meetings with court personnel, clients and government agencies on issues regarding budget and fiscal forecast.
- Identifies needed areas of budget information improvements; evaluates court program, operations, and procedures relative to the budget needs of the judicial branch.
- Reviews monthly and quarterly financial status reports (state and federal).
- Coordinates with AOC Contracts Officer to enable monitoring and tracking of payments made under specific contracts.
- Oversees the financial management of grants payable and receivable.
- Performs other duties as required.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

#### REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree in accounting, finance, business/public administration or related field, **AND**
- Five (5) years of progressively responsible management experience in budgeting and/or accounting.

A combination of education and experience demonstrating an expert working knowledge of the duties and responsibilities of the AOC Comptroller may be considered in meeting the qualifications.

#### THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with Washington State Government preferred. Public Service experience is also preferable.
- Working knowledge of Washington State accounting and budgeting systems and processes.
- Experience advising senior leadership.
- Demonstrated ability to think creatively about solutions to difficult problems.

## HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**
3. **Comprehensive Resume**

***A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.***

The Judicial Branch/AOC Application for Employment can be found at <https://www.courts.wa.gov/employ/Application.pdf>, under Current Openings, click on Washington Courts; the AOC Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

**Please email all application materials to: [employment@courts.wa.gov](mailto:employment@courts.wa.gov) in a PDF format (Word documents are also accepted).**

**Application materials will also be accepted by regular mail or by fax:**

**Administrative Office of the Courts  
Attn: Human Resources  
PO Box 41170, Olympia, WA 98504-1170**

**Fax number: (360) 586-4409**

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

## IMPORTANT INFORMATION

- This position will be required to work on-site.
- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

*The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov).*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE:** Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

#### ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) 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.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.