

# COURT OF APPEALS OF GEORGIA

## THE COURT OF APPEALS OF GEORGIA IS CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:

### POSITION:                   DIRECTOR OF FISCAL SERVICES

**DESCRIPTION OF DUTIES:** This position is responsible for coordination and management of the financial activities of the Court to include personnel, payroll, benefits administration, budget, strategic planning, accounting services, procurement, contracts administration, asset management, facilities and space management, risk management and library services. Position is responsible for supervision of Fiscal Office Staff.

### JOB RESPONSIBILITIES:

- Serves as Chief Financial Officer for the Court of Appeals. Responsible for administrative oversight and successful operation of Accounting, Budget, Procurement, Asset Management, Risk Management, Space Management, Library Resources, Human Resources, Payroll, and Financial Liaisons.
- Hires, supervises, guides and/or instructs the work assignments of subordinate staff.
- Fosters ethical and responsible behavior to demonstrate integrity, security, and care when accessing and working with agency financial data and information.
- Responsible for development, review, revision, interpretation, and implementation of financial policies and procedures in accordance with state accounting policies, Generally Accepted Accounting Principles (GAAP) and Generally Accepted Accounting Standards Board (GASB) and guidelines.
- Develops and coordinates internal control activities and policies for Court as relates to financial activity and reporting.
- Keeps abreast of policies, procedures, and state or federal laws that may impact department initiatives.
- Represents the financial interest of the Court in financial and accounting-related interactions and negotiations with other parties, such as banks, vendors and auditors.
- Responsible for all activities related to budget preparation, maintenance and management for agency and attached entities.
- Serves as budget liaison with the Governor's Office of Planning and Budget (OPB), the House Budget and Research Office (HBRO) and the Senate Budget and Evaluation Office (SBEO).
- Assists in the development of the Court's Strategic Planning process. Responsible for yearly submission of Strategic Plan to OPB.
- Serves as P-Card Coordinator and backup P-Card Administrator. Ensures P-Card Plan is up-to-date and procedures are enforced.
- Ensures compliance with financial policies by approving budget for all requisitions and reviewing AP & AR transactions for accuracy and completeness. Reviews and approves reconciliations for financial activity.
- Maintains Judge Travel & Dues Budgets. Audits and approves Travel Expense Reports for Judges and Staff, Judge Travel Commute Expense Reports and Senior Judge Expense Reports.
- Tracks CLE training expenditures for Judges and Staff.
- Serves as an Agency Facility Coordinator and as a Building Access Card Coordinator.
- Ensures that lease and property information is recorded yearly in BLLIP for insurance coverage. Also, enters information into All Risk System each year for all risk coverage.
- Coordinates recruitment and personnel processing for Court.
- Tracks salary step increase eligibility for court staff and initiates paperwork for Department Head approval.
- Researches, develops and revises Court Salary Scales as needed.
- Maintains complete, accurate and readily accessible accounting files that conform to applicable policies, procedures, guidelines and standards.
- Coordinates risk management activities for the Court of Appeals. Responsible for tracking safety training requirements for court personnel to make sure agency is in compliance with CLCP requirements.
- Maintains confidentiality of records, files and other documentation. Follows guidelines for providing information to others and auditors.
- Performs other duties as assigned.

# JOB RECRUITMENT – DIRECTOR OF FISCAL SERVICES

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### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of accounting activities including AP, AR, Asset Management and General Ledger with in-depth knowledge of accounting theory and principles (required).
- Extensive experience working with the State of Georgia Teamworks financial applications (required).
- Previous budget experience and knowledge of the state's budget process, guidelines and policies (required).
- Knowledge of personnel administration and policies, including payroll processing (desired).
- Experience utilizing Teamworks HCM and Oracle PBCS (desired).
- Experience utilizing LaserFiche, WASP and Quickbooks applications (desired)
- Extensive experience and knowledge of the State of Georgia Travel Regulations (required)
- Advanced level computer proficiency to include Excel, Word, WordPerfect, Power Point, etc. (required).
- Excellent analytic skills.
- Strong oral and written communication and presentation skills; Strong interpersonal skills.

**CREDENTIALS & EXPERIENCE:** Completion of a Bachelor's Degree or Master's Degree in Accounting, Business Administration or Finance from an accredited college or university. Certified Public Accountant with at least five years of professional accounting experience. Five or more years of experience working in a Georgia State Government Agency in accounting and budgeting. Prior supervisory experience is required.

### PHYSICAL REQUIREMENTS:

1. Ability to speak and hear visitors at an ordinary conversation level and to participate in telephone conversations
2. Ability sit at a desk for long periods of time using telephone or personal computer.
3. Ability to walk, stand, bend, stoop, lift, reach and stretch in handling heavy and/or bulky items.
4. Ability to lift and sort heavy or bulky items up to 30 lbs.

### STARTING SALARY:

\$89,856 – 148,219

(Hiring salary is dependent upon credentials and experience).

### LOCATION:

Court of Appeals of Georgia  
Nathan Deal Justice Center  
Atlanta, Georgia

### APPLY AT:

Team Georgia Careers  
<https://ga.taleo.net/careersection>  
Job Number: FIN027H

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