

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

DIRECTOR OF BUDGET & FINANCE

CLASS CODE: 99-51-30

POSITION PURPOSE

Provides timely, accurate, consistent, and reliable leadership, advice, information, and analysis in support of the Unified Judicial System (UJS) employees, supervisors, and programs while increasing the public's trust and confidence in the UJS through budget and fiscal administration and management.

DISTINGUISHING FEATURE

This position manages and provides oversight to the Budget and Finance division, supervises staff, and establishes and ensures the division's goals and objectives are met.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Directs and coordinates the preparation and presentation of the UJS Annual Budget to ensure accurate budget administration and utilization.
 - a. Prescribes forms and procedures to be followed by all offices of the UJS in making budget requests.
 - b. Provides technical expertise in developing budget requests.
 - c. Prepares budget information and projections.
 - d. Analyzes budget requests, directs internal budget hearings, and makes recommendations to the State Court Administrator and Supreme Court.
 - e. Works with budget analysts from the Bureau of Finance and Management and Legislative Research Council to increase their understanding of the UJS budget request.
 - f. Presents the UJS budget request to the legislature.
 - g. Prepares the UJS operating budget after the legislature has approved the funds.
2. Directs and supervises the fiscal administration of the UJS budget to ensure compliance with federal, state, and UJS rules, regulations, policies, and procedures.
 - a. Monitors each individual budget program and activity of the operating budget throughout the fiscal year.
 - b. Develops, interprets, and ensures compliance with policies and procedures.
 - c. Reviews and approves revenues and expenditures for accuracy and adherence to applicable UJS and state policies, procedures, and rules for all UJS programs.
 - d. Directs federal funds compliance and reporting requirements.
 - e. Responds to audit findings, determines and implements resolutions, and establishes internal control systems.
 - f. Directs the fiscal administration of UJS contracts and voucher processing/payments.
 - g. Establishes expenditure and revenue reports and projections.

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- h. Ensures compliance with the UJS travel regulations.
 - i. Directs and monitors the purchasing, inventory, and surplus activities for the UJS.
 - j. Creates reports, queries, and spreadsheets as necessary to gather, analyze, and present information concerning the UJS budget for staff, legislature, executive branch staff, and others.
 - k. Participates in various special projects to increase the public's trust and confidence in the UJS through responsible and proactive budget application and management.
 - l. Prepares and conducts training in regard to budget information, regulations, tips, and processes.
3. Assists with facility issues such as overseeing remodel projects to ensure compliance with state and federal rules and regulations and that office needs are met.
 4. Participates in various meetings and legislative activities to gather, analyze, and share information and carry out division and UJS goals and objectives.
 5. Manages and oversees division personnel to ensure effective and efficient operation and compliance with rules and regulations.
 - a. Develops and maintains an appropriate organizational structure to support the business needs of UJS.
 - b. Supervises recruitment, development, training, and retention of accounting staff.
 - c. Resolves internal and external staff issues and concerns.
 - d. Hires, disciplines, and terminate employees when necessary.
 - e. Reviews employees' performance and provides development opportunities and training.
 6. Oversees the accounting procedures and practices utilized in the UJS Clerks of Court offices to ensure systems and operations are uniform and within state compliance and in accordance with generally accepted accounting principles.
 7. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position supervises staff that is responsible for budgeting; fiscal accounting; voucher, purchasing, and procurement processes; and providing accounting assistance to circuit staff.

ESSENTIAL FUNCTIONS REQUIRE

Occasional in-state and out-of-state travel for meetings and training; attendance in accordance with rules and policies; sitting for extended periods of time; during the legislative session this position must attend various meetings throughout the Capitol; and operating office machines such as a computer, telephone, copier, etc. The incumbent is also required to work effectively with coworkers and the public; manage stress appropriately; meet deadlines; demonstrate initiative and motivation; and communicate (verbally and in writing) complex ideas, concepts, rules, policies, and procedures.

PROBLEMS AND CHALLENGES

Challenges include overseeing the UJS budget and fiscal activities to ensure compliance with state, federal, and UJS rules, regulations, policies, and procedures; fitting new programs into

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the existing budget/fiscal structure; analyzing all the budgetary needs and recommending who will receive funding and how much; resolving lack of funding issues; resolving technical fiscal issues to include coding, authority, reporting, and accrual issues; ensuring UJS has available funding throughout the entire fiscal year and responsible spending of those funds; resolving unusual or unique situations that are not covered in policies or procedures; and reviewing and analyzing legislative bills and determining possible impact on the UJS.

DECISION-MAKING AUTHORITY

Decisions made by the incumbent include day-to-day management of the division; interpreting rules and policies and approving budget and fiscal transactions; determining all accounting procedures and practices used by the UJS; determining the format of the budgeting process; analyzing the budget requests and recommending a final budget; and determining the scope of Clerks of Court audits conducted by Legislative Audit.

Decisions referred by the incumbent include final approval of the UJS budget; final approval of any travel regulation policy changes; legal questions; and clerks' procedures.

CONTACT WITH OTHERS and PURPOSE

The incumbent has daily contact with the State Court Administrator, SCAO Division Directors, Circuit Court Administrators, circuit court administrative staff, and Chief Court Services Officers to share information and provide guidance on budget and fiscal rules, regulations, policies, and procedures. The incumbent also has frequent contact with the Chief Justice, Presiding Judges, Bureau of Finance and Management staff, Legislative Audit staff, Legislators, and other executive branch staff to provide and gather information and represent the UJS in regard to budget and finance needs and strategy.

WORKING CONDITIONS

The incumbent works in a typical office environment. Occasional statewide travel may be required to visit circuits and staff to gather information, attend meetings, and provide training. In addition, out-of-state travel may be required to attend meetings and/or training.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- generally accepted accounting principles;
- auditing standards and financial reporting;
- UJS and State of South Dakota's accounting policies and procedures;
- budgeting analysis and management;
- accrual and financial reporting standards;
- clerk accounting systems;
- supervisory and leadership techniques and tools;
- judicial and court systems;
- legislative procedures and processes.

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Skill in:

- organizational and time management;
- project management;
- critical thinking.

Ability to:

- provide supervision, leadership, coaching, and mentoring to staff;
- manage expectations of staff and constituents;
- develop and provide public presentations and training;
- be diplomatic, self-motivated, persuasive, decisive, consistent, and assertive;
- effectively manage highly stressful situations and remain patient and calm;
- research, administer, establish, and interpret rules, policies, guidelines, and procedures;
- act as liaison with other courts, executive branch, and outside entities to build networks and consensus and foster collaborative relationships;
- communicate in a clear and concise manner both orally and in writing;
- establish credibility and integrity;
- maintain confidentiality of personnel issues and records.

Education:

Bachelor's degree in accounting or a related field.

Experience:

Five (5) years of progressively responsible work in accounting or budget management experience to include budgeting, financial management, purchasing, accrual processes, and supervision of accounting staff experience; or an equivalent combination of related education and experience.

Preference will be given to successful completion of the Court Executive Development Program (CEDP) through the National Center for State Courts.