

**November 3, 2023**

**JOB VACANCY ANNOUNCEMENT  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

<b>POSITION:</b>	<b>Director of Finance</b>
<b>DIVISION:</b>	<b>Financial Division</b>
<b>BENEFITS:</b>	<b>An attractive Judicial Branch benefits package is offered, including medical, dental, vision, pension plan, life insurance and deferred compensation.</b>
<b>SALARY:</b>	<b>Minimum Annual Salary \$143,640 – Salary at hire to be commensurate with experience</b>
<b>REPORTING RELATIONSHIP:</b>	<b>Chief of Finance and Operations</b>
<b>LOCATION:</b>	<b>Springfield, IL with Limited Remote Work Available</b>

**ESSENTIAL RESPONSIBILITIES:** The Director of Finance oversees the daily operations of the Financial Division of the Administrative Office of the Illinois Courts located in Springfield, IL. This includes supervising, coordinating, supporting and providing direction to the managers within the Accounting, Fiscal and Payroll units on projects, assignments, deadlines, staffing, project progress and organization. This position assists the Chief of Finance and Operations with planning, developing, and implementing the State of Illinois Judicial Branch fiscal year appropriation request to the Governor’s Office of Management and Budget (GOMB) and the General Assembly.

**FUNCTIONS INCLUDE:**

- Serves as liaison with the GOMB and General Assembly appropriations staff; drafts and reviews amendments and proposes modifications to appropriation bills; directs responses to requests for information from executive and legislative branch personnel.
- Assists with planning, developing, and implementing the Supreme Court’s annual fiscal year appropriation. Monitors and analyzes expenditures throughout the fiscal year to identify cost reductions and/or make recommendations.
- Plans Financial Division functions to achieve the best use of assigned personnel by organizing and coordinating division wide activities providing an integrated approach for those functions which cross units.
- Reviews accounting, fiscal and payroll guidelines, statutes, and auditing (internal and external) standards to ensure compliance. Provides official responses to audit inquiries, issues, findings, and implementation of new processes and procedures in response to audit results.
- Conducts performance appraisals, and provides input into and participates in discipline, dismissal, and hiring processes.
- Responsible for reviewing, approving, or denying Judicial Branch procurement requests (purchase requisitions and contracts).
- Reviews and plans automation requirements for the Financial Division, consults and works with data processing personnel in the design and implementation of automated accounting, fiscal and payroll systems.

- Acts in a liaison capacity with officials from the State Auditor General's Office, Office of the Comptroller, Treasurer's Office, Capital Development Board, and other agencies.
- Attends meetings, conferences and training as required.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:** A minimum of seven (7) years of administrative governmental budget experience and a Bachelor's Degree in finance, accounting, economics, or a related field required; MBA or CPA preferred. Three (3) years of professional supervisory experience required. Additional experience may be substituted for the degree.

Preferred candidate will have the ability to work in a fast paced, professional environment; extensive experience with financial planning, budgetary planning, appropriation overview and problem solving; knowledge of the roles of the executive and legislative branches of state government regarding the budget process; demonstrated ability to positively motivate and influence others and lead creative problem-solving efforts; exceptional analytical and decision-making skill; ability to prepare narrative and fiscal reports, correspondence and contractual agreements for the administrative office; ability to communicate effectively, verbally and in writing; working knowledge of the Illinois court system including structure, policies, procedures and guidelines; ability to work independently and within group settings; and proficient in Microsoft Office.

This position requires the ability to sit for extended periods of time. Occasional overnight travel is required. This is a professional office working environment requiring telephone usage and the ability to process written documents. Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

**APPLICATION PROCESS:** Interested individuals should submit a letter of interest, resume, professional writing sample and a completed [Judicial Branch Employment Application](#) to:

[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

**This position will remain open until November 21, 2023.**

**EQUAL OPPORTUNITY EMPLOYER**