MARYLAND JUDICIARY

Job Announcement

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Opening Date:	April 10, 2014	**Closing Date:**	Open Until Filled
Job Title:	Finance Lead Worker	**Position Type:**	Full Time
PIN:	077526	**FLSA Status:**	Non-Exempt
Location:	Administrative Office of the Courts - Budget and Finance Annapolis, Maryland	**Grade/Salary Range:**	J10 $38,490 - $45,795 (Depending on Qualification
		Financial Disclosure	**No**

RE-POST PREVIOUS APPLICANTS NEED NOT RE-APPLY
Regular State employees subject to promotion/demotion policy

Essential Functions: Oversees and conducts reconciliation of revenue accounts for the Maryland Judiciary (Circuits, Districts & Programs) to ensure quality of work produced by Revenue Associates. Verifies the recording disbursement allocation of local revenue and non-budgeted funds to local jurisdictions in GEARS (PeopleSoft). Assists in managing the workflow process to ensure timely and accurate processing of revenue receipts in GEARS. Provides supervisory and administrative functions for the Revenue Unit. Coordinates work with Banking Services Division of Maryland Treasury and all corresponding banks to help reconcile the Judiciary's bank account and resolve deposit issues and inquiries. Reviews revenue receipts for compliance with Judiciary Finance, and General Accounting Division policies. Assists the Revenue Supervisor with managing the unit. Provides quality customer support to internal and external customers. Provides back-up support to other departments in Budget and Finance. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Four years of fiscal or accounting experience; three years of experience must be reconciling agency accounting systems to fiscal control systems, or developing automated spreadsheets, ledgers and reports using accounting software packages, or identifying budget trends and recommending budget realignments.

Note: Six credit hours in accounting from an accredited college or university may be substituted for one year of the required experience.

Preferred: Experience in MS Word, MS Excel, WordPerfect, document retention/scanning systems, PeopleSoft and the State of Maryland FMIS system.

Skills/Abilities: Ability to communicate professionally and effectively and listen to other suggestions. Ability to gain respect of others and provide assistance to others as needed. Ability to take initiative and work independently; consistently targeting and accomplishing goals. Ability to analyze, organize, solve problems and make recommendations. Ability to lead and motivate others. Ability to orgnanize and prioritize workload to maximize productivity. Ability to use the practices and procedures of the Judiciary, Legislature, budget process, financial reporting process, and fund accounting rules. Ability to commit to the values and standards established by the Judiciary. Knowledge of word processing software, spreadsheet software, databases, email, and presentation software. Ability to use PeopleSoft, and FMIS. Ability to perform all duties as assigned.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. The candidate selected for this position will be subject to a background check and must complete a Maryland Judiciary Application if selected for an interview. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov **(Zip files not accepted)**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.