



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Director of Finance

Title of Immediate Supervisor:	State Court Administrator
Department/Division:	Office of State Court Administrator / Finance
Pay Grade/FLSA Status:	21 / Exempt
Job Titles Accountable For:	Supervisor of Accounting

General Summary or Purpose

The Director of Finance is responsible for managing, directing and overseeing the entire financial operations of the judicial system. Oversees and coordinates the development of budgetary guidelines and the budgetary process followed by judicial personnel. Manages and/or supervises the overall operations of accounting, payroll, purchasing, and treasury services for the Supreme Court, Court of Appeals, District Courts, and the Judicial Conduct Commission/Disciplinary Board.

Major Responsibilities & Essential Functions

1. Plans for, develops budgetary guidelines, budgetary processes, forms and timelines used by judicial personnel in the development of the budget. Coordinates, organizes, and assists in the presentation of the budget. Performs such functions as:
 - Develops the budgetary guidelines, forms and timelines of the budgetary process.
 - Coordinates the budgetary activities of the Supreme Court, the District Court and Judicial Conduct Commission/Disciplinary Board Personnel.
 - Analyzes and assesses budget proposals for appropriateness within the stated budgetary guidelines and its fiscal impact on the judiciary.
 - Prepares the Supreme Court budget, personnel budget.
 - Drafts legislation and transmits the judicial branch budget request to the Office of Management & Budget.
 - Assists in developing legislative presentations or materials needed to defend and support budgetary requests and needs.
 - Serves as the legislative liaison and meets with legislators concerning budgetary matters and issues.
2. Oversees the monitoring of all components of the judicial branch budgets. Presents reports to various groups. Makes recommendations concerning changes in procedures or policies concerning the administration of the judiciary budget.
3. Oversees the development and recommendation of new policies and procedures for financial related operations.
4. Serves as the fiscal agent for all federal and private grants. Oversees the accounting procedures for and certifies the appropriateness of all funds extended under various grants. Collaborates with various judicial personnel or outside organizations to address matters pertaining to accounting for grants.
5. Manages and supervises the activities of all department personnel directly or through designated supervisors to include: assigning work, monitoring work, evaluation of performance, training, or other personnel actions.
6. Manages and coordinates treasury operations and purchasing for the judiciary.
7. Develops costing options and makes recommendations for salary administration. Manages and provides oversight in the maintenance of the step salary plan.
8. Organizes, coordinates and provides direction to various committees or groups needed to accomplish the financial objectives of the judiciary.
9. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a bachelor's degree in accounting and a minimum of five years accounting and/or audit experience in public accounting.

Certifications or Licensing Requirements: (prior to job entry)

Requires certification as a Certified Public Accountant (CPA) in the State of North Dakota.



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Knowledge Requirements

- Considerable knowledge of generally accepted accounting principles and practices.
- Considerable knowledge of general fundamentals, principles and practices of public/governmental auditing and accounting practices.
- Knowledge of relevant laws and policies pertaining to judicial fiscal matters.
- Knowledge of the business operations, court administration, organizational structures and functions of judiciary.
- Knowledge of the principles and practices of budgetary development in the public sector and judiciary. Understands and has knowledge of the legislative process and role of other branches of government in matters pertaining to the budgetary process.
- Knowledge of accounting software and accounting systems, its functionalities, use, requirements and operations.
- Knowledge of administrative policies and fundamentals of human resource management as it applies to supervising employees.
- Knowledge of management fundamentals, principles, practices and trends.

Skill Requirements

- Skilled in managing, supervising, evaluating, reviewing and delegating work responsibilities to staff in accordance with the requirements of the job.
- Skilled in planning for and coordinating the development and presentation of budgets and budgetary requests for the organization.
- Skilled in drafting legislation, budgetary requests, financial documents/reports, and financial presentations.
- Skilled in planning for, developing and implementing policies and procedures for improving the fiscal and accounting processes of the organization.
- Skilled in planning, organizing and implementing new programs or initiatives for improving the administrative and fiscal operations of the organization.
- Skilled in interpreting and understanding complex laws, rules, policies and guidelines pertaining to accounting practices and procedures.
- Skilled in communicating with individuals at all levels within and outside of the organization concerning fiscal and accounting practices, concerns and issues.
- Skilled in the use and development of spreadsheet design and the application of automated accounting software systems.
- Skilled in organizing, planning and prioritizing own work priorities, needs and projects.
- Skilled in evaluating and analyzing the fiscal and organizational impact and implications of accounting reports/statements.
- Skilled in writing and preparing clear, concise and detailed accounting and general business reports, statements, documents or correspondence.

Physical Requirements

- The essential functions of the job typically require: grasping, walking, sitting, talking, hearing, feeling, fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee may be required, in the performance of the job, to travel to various courts across the state. Employees have control over scheduling and travel arrangements and can adjust schedules due to adverse weather or travel conditions. Work is performed in a comfortable office work environment.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



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Job Classification History

- Position description updated 12/10/1997.
- Classification description updated by BCC 3/5/2001.
- Description updated 1/2/2002 by BCC based on dept. comments.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.