



THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Manager of Finance and Grants
SALARY RANGE: \$90,675.00 - \$124,280.00
DATE POSTED: 04/17/2024 - Until Filled

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Finance or Accounting.
- Eight (8) or more years of experience in budgeting, financial accounting and statistical analysis, including but not limited to state and/or federally funded grant programs.
- Five (5) years of increasingly responsible management experience.
- Familiarity with federal and state funding agencies such as DHHS, SAMHSA, BJA, DOJ, SCAO, OCS, and working knowledge of grant systems such as Just Grants, Grant.Gov, JJOLT, MAGIC, and GPRS.
- Work experience in government accounting preferred along with a general knowledge of granting guidelines issued by the General Accounting Office (GAO) and the Office of Management and Budget (OMB).
- Proficient in the use of Microsoft Excel and experience using MS Office Suite and relevant court software and systems.

DESCRIPTION OF WORK:

Under the supervision of the Deputy Chief Financial Officer, this position oversees and manages the daily fiscal and grant operations. Manages and supervises assigned staff, reviews and develops procedures. Prepares monthly, quarterly and annual budget projections as well as necessary budget adjustments. Submits grant applications to various granting agencies, addresses any items that need special authorization to achieve grant funding eligibility, and manages awarded grants; periodically reviews general ledgers to ensure transactions are accurate.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE CAREER SITE PAGE. THE LINK IS LISTED BELOW.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the screening process may be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

SCREENING EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Interview	100%

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM THROUGH THE COURT'S WEBSITE: www.3rdcc.org.** The direct link to this site:

<https://secure6.entertimeonline.com/ta/6051784.careers?CareersSearch>

A valid email address is required to apply. Applicant will receive a confirmation after successful submission of the electronic application. An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL AND/OR IV-D BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.