

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

CONTROLLER, Pay Grade 18

**Executive Offices, Fiscal Unit
New Castle County**

Opening Date: September 1, 2015

Closing Date: Until Filled

Job Responsibilities and Duties:

This position is integral in the daily operations of the Delaware Department of Justice having the responsibilities and duties that ensure successful completion of the accounting, finance, treasury, budget, audit, management analyst and financial reporting functions. This position directly supervises a Fiscal staff of three. Although the Controller is stationed primarily in New Castle County, they may be expected to travel on occasion to Kent County for budget/financial purposes and training.

- Serves as and supervises the financial administration of the Department such as comprehensive analysis of programs, budgets, special projects, services, alternatives and costs; financial planning, revenue generation, revenue forecasting, expenditure forecasting, cash flow management and establishing internal controls.
- Is required to analyze financial problems, develop alternatives, recommend and advise all levels of management on solutions. The Controller is responsible for budget administration which includes managing, developing, analyzing and implementing budgets; developing strategic plans and establishing internal controls.
- Must interpret laws, rules, regulations, standards policies and procedures.
- Plans, assigns, reviews and monitors the accounting work flow and evaluates the work of others in the Fiscal Unit.
- Oversees and advises program managers of specially funded programs.
- Interviews agency staff, observes work processes, and gathers statistical data relating to operational and managerial practices and procedures for use in evaluating services provided and/or the determination of compliance to goals and objectives.
- Performs statistical analysis and interpretation of collected data relating to policies, procedures, organization, managerial and operation practices; defines and makes recommendations for correcting problems.
- Studies pertinent background material such as legislation, administrative orders and regulations in order to make recommendations and assist in the implementation of new techniques or procedures to improve methods of operations, strengthen controls, and effectively utilize resources.

- Maintains and reviews records of agency units, contractors, subcontractor, municipalities, suppliers and vendors to assure compliance with federal/state guidelines, agreements, contracts, grants and the appropriate billing and maintenance of accounting records.
- Identifies program adequacies and efficiencies through comprehensive in-depth analysis of operations and administrative functions, accounting practices, policies, procedures and management controls.
- Applies professional auditing standards, methods and procures to analyze and provide recommendations concerning the accuracy of accounting systems, management controls and operating procedures.
- Maintains contact with agency personnel and outside interested parties to discuss audit scopes.

Principal Accountabilities:

1. Serves as a member of the Attorney General's executive management team providing financial support and analyzation services statewide to all employees.
2. Provides a monthly Expenditure Report to the Office of Management and Budget of budget act authorized appropriations.
3. Provides to the Department of Finance's Division of Accounting Monthly Reconciliation Certification.
4. Conducts with Human Resources bi-weekly reviews of the Office of Management State Personnel Office payroll review and certification.
5. Responsible for the annual GAAP reporting process for issuance of Financial Statements.
6. Plans, develops, recommends, evaluates and implements financial operational policies and procedures.
7. Approves all Department training requests per funding availability.
8. Manages the State and Federal SLEAF programs.
9. Responds to Request for Proposals from Federal Agencies sponsoring grant opportunities.
10. Is primary in producing the annual Department of Justice Budget Recommendation to the Governor. Prepares the Attorney General for presentations before both the Budget Office and the Joint Finance Committee.
11. Works with executive management in serving as principal authority for authorizing expenditure of funds.
12. Develops legal contracts for specific expertise and services as needed ensuring contracts are legally enforceable and in compliance with purchasing laws.

Minimum Qualifications:

Applicants must have education, training and /or experience demonstrating competence in the following areas:

1. Bachelor of Science in Business Administration/Financial Management or Accounting.

2. Knowledge and experience in budget processes, purchasing and supplies, grant and contract administration and applicable federal and state laws.
3. Comprehensive knowledge, skill and experience in the development and oversight of finances.
4. Experience with the strategic planning process to include the ability to facilitate strategic planning sessions and the development of performance measures.
5. Experience with establishing goals, objectives and priorities for a Division-level operation.
6. Experience with planning, developing and implementing general financial operating policies and procedures applicable to a Department.

Desired Qualifications:

(Applicants who do not possess the desired qualification(s) will still be eligible to compete for this position if job requirements are met)

- Experience in supervision, training and leadership.

Internal employees, who are interested in being considered, please submit an updated Resume or summary of work experience to the Director of Human Resources.

External applicants, please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.