



Wisconsin Court System

Budget & Fiscal Officer

Office of Management Services

If you have experience with overseeing fiscal operations and budgets for state agencies, we encourage you to apply for the **Budget & Fiscal Officer** position. The Budget & Fiscal Officer is responsible for planning, developing, coordinating, and monitoring the court system's biennial budget, the annual operating budgets, and the court's appropriation structures. This position provides guidance on best practices for planning, implementing and administering budgets and related policies. In addition, it is also responsible for managing the development and maintenance of all the court accounting records and processing of accounting transactions, directing the development of automated financial systems, directing the preparation of financial reports and statements, supervising the fiscal operations of the agency, and ensuring compliance with federal and state rules and regulations. Finally, the Budget & Fiscal Officer is responsible for overseeing professional and paraprofessional financial staff.

LOCATION: Madison, WI

SALARY: \$82,134 to \$99,377 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience. Current state employees whose qualifications exceed the minimum requirements may be eligible for pay commensurate with compensation rates in a comparable state position.

RESPONSIBILITIES:

1) Maintains and oversees the financial transactions and reporting of the court system. 2) Prepares annual operating budget and manages monthly and yearly expenditure forecasting. 3) Oversees biennial budget and policy development 4) Oversees Local Assistance Financial Reporting processes.

QUALIFICATIONS:

1) Bachelor's degree in accounting, public administration, political science, business administration or related field or equivalent education and experience. 2) Minimum of four years of experience developing and preparing state budgets and processes; performing and leading organizational, policy, legislative, and budgetary analyses to support biennial budget requests; developing, managing, and monitoring agency-wide annual operating budgets; and managing and supervising financial professional and paraprofessional staff. 3) Experience in preparing or overseeing the preparation of annual reports such as ACFR, AFR, SEFA (Schedule of Expenditures of Federal Awards) and/or compliance with Uniform Guidance 2 CFR Part 200 requirements. 4) Experience in preparing or overseeing the preparation of Capital Asset and Risk Management Asset reporting. 5) Excellent knowledge of financial software such as PeopleSoft to create fiscal reports, process fiscal transactions, and prepare financial statements. 6) Excellent knowledge of governmental accounting principles and practices. 7) Excellent knowledge of federal and state grant financial management practices. 8) Excellent knowledge of the Wisconsin biennial budget process. 9) Good knowledge of policy development and implementation theory and techniques. 10) Working knowledge of HR enterprise resource planning software. 11) Skill in the use of complex financial tools such as excel as well as other Microsoft Office products. 12) Skill in employee development and management. 13) Ability to perform mathematic calculations.

SPECIAL REQUIREMENTS:

1.) Employment will require a criminal background check. 2) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire. 3.) Employees will be eligible to work up to 50% remote, after a satisfactory training period.

TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **Budget & Fiscal Officer – #26-2625** to human.resources@wicourts.gov. Your cover letter should address your relevant education, experience, and skills as it relates to each of the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on June 14, 2026. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER