



Deputy Director-Paid Family Medical Leave

Salary: \$106, 080

Recruitment Type: Exempt-Non-Merit Position

Location: Newark, DE

Job Title: Deputy Director for the [Division of Paid Leave](#)

Summary Statement

On May 10, 2022, Governor John Carney signed into law the Healthy Delaware Families Act which created the Paid Family and Medical Leave (“PFML”) Insurance Program making Delaware the 11th jurisdiction (ten states plus Washington D.C.) to offer PFML for many of our workers. The Department of Labor (“Department”) is tasked with the implementation and ongoing administration of this program and is seeking a Deputy Director to be part of this important and exciting work that supports Delaware workers and employers.

The Deputy Director will report to the Director and will oversee the collection of required contributions from Delaware Employers. Responsibilities include creation and oversight of the Contributions Unit. This Unit will serve as the accounts management for employers and be responsible for all the accounting related to the PFML trust fund, anticipated to be \$100 million.

The Deputy Director will ensure accurate, efficient, and compliant fiscal operations through oversight of financial transactions and records; preparation of comprehensive and accurate reports; establishment and maintenance of internal controls, policies, procedures, and programs; and development, maintenance, and enhancement of automated financial information systems.

Incumbents in this unit will apply professional accounting principles, practices, and standards as well as use discretion and independent judgement to provide guidance, direction, and recommendations in one or more fiscal oversight function(s) such as accounts payable, accounts receivable, electronic payments, general ledger, payroll revenue management, cost or federal fund accounting, grant and/or contract management, procurement, financial projections and reporting, and financial systems management/service-desk operations.

Regardless of assigned function, work of this unit requires knowledge and understanding of accounting methods, techniques, laws, rules, and regulations, as well as automated financial information system requirements and functionality as they relate to associated business processes. A significant aspect of work is providing services to Delaware employers while maintaining a high level of security and integrity.

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Duties

The Deputy Director's duties will include:

1. Create a new Contribution's Unit with the growing Division of Paid Leave and subsequent lead that unit by providing overall leadership, guidance, direction, and recommendations.
2. Oversees unit who reviews, analyzes, reconciles, and/or approves financial transactions, system processes, reports, or other financial data within integrated financial information systems.
3. Oversees unit who interprets, explains, and ensures compliance with state and federal laws, rules, regulations, standards, policies, and procedures, as well as internal controls and reporting requirements.
4. Oversees unit who researches, collects, analyzes, and interprets a variety of data and reports; obtains and clarifies information; and troubleshoots discrepancies, errors, unexpected results, or process flaws.
5. Makes determinations, defines solutions, and appropriate action that maintain data integrity and security such as updates, corrections, reclassifications, adjustments, or changes to user access.
6. Oversee unit who runs queries and prepares, analyzes, and distributes a variety of reports.
7. Participates in analyzing state accounting services, automated financial information system(s), or software application(s) to determine functional and technical requirements and ensure business and user needs are met. System currently being build and this position or delegate will serve as a subject matter expert in the design and implementation of the financial information systems. This includes system testing, upgrades, updates, and enhancements.
8. Makes recommendations for changes to processes, procedures, and forms to improve efficiency and internal controls.
9. Delivers excellent customer service to internal and external customers and the public in person, electronically, or by written communication.



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10. Communicates and interacts effectively with people across cultures, ranges of ability, genders, ethnicities, ages, and races.
11. Performs other related duties as required in serving as the Deputy Director of the Paid Family Leave Division.

Job Requirements

Successful candidates will possess at a minimum the following skills and abilities:

1. Five years' experience in governmental or not-for-profit accounting and preparing or auditing financial statements.
2. Two years' experience in information systems project management such as planning, scheduling, staffing, coordinating, controlling, monitoring, evaluating and reporting on the status of information systems projects.
3. Three years' experience in conducting statistical analysis, internal control reviews, or preparing financial statements such as balance sheets and profit and loss statements or risk assessments to identify risks, variances, trends, and discrepancies and recommending improvements based on findings.
4. Three years' experience in developing and evaluating internal controls, or other accounting policies or procedures.
5. One year of financial management experience which includes developing, implementing, supervising, evaluating, and overseeing financial operations, services or systems and ensuring goals and objectives are met.
6. One year of experience in strategic planning including establishing goals, objectives, and priorities supporting an organization's overall mission.
7. CPA is preferred.

**Apply Now-send resume and cover letter to
Christopher.Counihan@delaware.gov**