



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov/>**

VACANCY ANNOUNCEMENT

August 12, 2013

Vacancy Announcement Number - 13-14/FINADM

Financial Administrator

Duty Station - Columbus Courthouse -- 85 Marconi Boulevard – one vacancy

Salary: CL 27 (\$47,135-\$76,589) Depending on Qualifications

Appointment at CL-27 has future promotion potential to CL-28 without further advertisement.

Closing date for receipt of application materials: Monday, August 26, 2013

The Financial Administrator performs and coordinates administrative, analytical, technical and professional work related to financial and accounting activities of the court. The primary focus of this position is to provide expertise regarding financial operations while ensuring a constant review of policies and procedures. The incumbent provides support for the District Court regarding financial and budgetary matters and is responsible for the financial operation and preparation of the unit's budget. The Financial Administrator ensures the court's compliance with internal controls and regulations affecting financial and budget processes and their interaction with other court processes. The Financial Administrator prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements, and assists with policy development regarding financial and budget matters. The incumbent reports to the Administrative Services Manager. Occasional travel is required. The work hours are 8:00 am to 4:30 pm.

DUTIES AND RESPONSIBILITIES:

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the unit and court. Advise managers, executives, or judges on court financial and budget matters and serve as project manager on special financial or budget initiatives. Provide guidance and assistance to other units within the district on financial and budget matters.
- Manage and oversee day-to-day operations of accounting functions. Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Disburses funds to pay bills.
- Posts collateral for monies deposited in excess of Federal Deposit Insurance Corporation limits.
- Develops with the Clerk of Court, a system of internal controls.
- Develops and maintains a system to provide for appropriate investment of registry funds.
- Develops procedural manuals for financial procedures in the court.
- Prepare the overall fiscal budget plan for review by the unit executive and the court. Perform data analysis and conduct modeling based on different operational scenarios. Manage the budget throughout the fiscal year. Recommend and perform reprogramming actions to cover projected account shortfalls.

- Research and analyze financial and budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and respond or prepare written correspondence, as required. Conduct work measurement and work productivity studies related to financial, budget, and associated activities and prepare reports.
- Perform reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes. Maintain and update the court's internal controls manual and coordinate audit activities.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Oversee the work of, and train, financial and budget support staff; including, assigning, monitoring, prioritizing and reviewing work products. Oversee financial and budgetary operations to ensure compliance with internal controls, policies, and procedures.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Drafts orders of payment and/or deposit for Clerk's or Judge's signature.

REQUIRED QUALIFICATIONS: Two years of specialized experience, including at least one year equivalent to work at the CL-25.

Position requires strong office and organizational skills; solid data entry and computer skills. Progressively responsible administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

- Ability to communicate financial information effectively (orally and in writing) with individuals and groups. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures. Ability to prepare financial reports in order to provide and exchange accurate and timely information with individuals within and outside the court.
- Skill in the use of automated equipment including Microsoft Word, Excel and Power Point, cash register, spread sheet and database applications, as well as financial and accounting systems. Knowledge of PeopleSoft and Momentum systems a plus.
- The ability to maintain confidentiality is essential.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of the rules, regulations, terminology of financial administration.

COURT PREFERRED QUALIFICATION STANDARDS:

Bachelor's degree in the area of financial administration or accounting. Previous administrative experience within a federal court financial division.

Benefits:

The United States District Court offers a generous benefit package to this full-time temporary employee which includes:

10 Paid Federal Holidays	Thrift Savings Plan (401k style) (optional)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage (optional)
Participation in Federal Employees Retirement System	Credit Union Participation (optional)

Starting salary will be commensurate with work experience, previous federal government service, and prior pay history.

Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

Applicant must be a U.S. citizen or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified persons interested in being considered for this position should submit a cover letter (include vacancy announcement number 13-14/FINADM) specifying qualifications in relation to the position, an AO78 (Application for Judicial Branch Federal Employment Form available on the court website) and a resume to:

Richard W. Nagel, HR Manager
Email: job_application@ohsd.uscourts.gov

Please do not cut and paste your resume into your email.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The United States District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.