

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

Assistant Financial Administrator

Vacancy Announcement No: 14-02

Location: Raleigh, NC

Salary Grade/Range: CL 28 (\$57,273 - \$93,130)*

*Depending upon experience and qualifications

Opening Date: February 8, 2014

Closing Date: Open Until Filled**

**** First /Initial Cut-off Date: February 21, 2014**

Description of Vacancy:

The U.S. District Court and U.S. Probation Office for the Eastern District of North Carolina are seeking qualified applicants for a full-time Assistant Financial Administrator. This individual works closely with the Financial Administrator and performs and coordinates administrative, analytical, technical and professional work related to financial and accounting activities of the court. The Assistant Financial Administrator ensures the court's compliance with internal controls and regulations affecting financial and budget processes and interaction with other court processes. The Assistant Financial Administrator prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements, and assists with policy development regarding financial and budget matters. This position reports to the Financial Administrator.

Representative Duties:

- Maintain, reconcile, and analyze accounting records, consisting of 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 a court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Research and analyze finance related questions, problems, trends, and areas for efficiency/improvement. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Design, develop and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Formulate, evaluate, and implement policies and procedures related to financial and budgetary operations within the unit and court.
- 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.
- Participate in internal audits to assure proper separation of duties and to assist in the prevention of errors and the detection of areas of concerns. Review internal controls to ensure adherence to guidelines and requirements by all court units.
- Perform other duties as assigned.

Qualifications:

To qualify for the position, an individual must have a high school diploma or equivalent, and at least two years of 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 rules, regulations, and terminology of financial administration. The candidate must be proficient in WordPerfect, Microsoft Word, Microsoft Excel, Adobe Acrobat, and able to work in additional Windows-based applications. The incumbent must also be versatile, detail-oriented and possess strong organizational, analytical, and oral/written communication skills. A judicial employee must maintain a professional appearance and demeanor at all times. The candidate must be able to travel to divisional offices and outside the district for training purposes on occasion.

Preference will be given to applicants who have a CPA license and a four-year college degree in accounting, finance, or related field; possess at least five years of professional experience in a financial environment, including at least three years of supervisory experience; and, have experience in auditing and internal controls review and implementation.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, three references, and the official AO 78 Application Form. The official AO 78 Application Form may be obtained at www.nced.uscourts.gov. Preference will be given to application packages that are received by the first/interim cutoff date.

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

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