

**UNITED STATES DISTRICT COURT AND PROBATION OFFICE
EASTERN DISTRICT OF NORTH CAROLINA**

**Financial Administrator
Vacancy Announcement No: 15-07**

Location: Raleigh, NC

Salary Grade/Range: CL 29 (\$68,790 - \$111,846)*

Promotional Potential: CL 30 (\$81,312- \$132,132)

*Depending upon experience and qualifications

Opening Date: August 10, 2015

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: August 24, 2015

Description of Vacancy:

The United States District Court and United States Probation Office for the Eastern District of North Carolina are seeking qualified applicants for a full-time Financial Administrator. This individual performs professional and managerial work related to the supervision and oversight of all aspects of the financial, accounting and procurement functions of the court. The Financial Administrator ensures the court's compliance with internal controls and regulations affecting financial and budget processes and interaction with other court processes. This position reports to the Clerk of Court and Chief U.S. Probation Officer.

Representative Duties:

- Manages and oversees the daily operations of all financial and accounting functions for the District Court and U.S. Probation Office, ensuring accuracy and accountability of monies received and disbursed.
- Develops and manages local policy and procedures for budget administration within the court units.
- Develops and maintains a system to provide for appropriate investment of registry funds. Oversees accounting for all payments received by the court in criminal and civil cases and their necessary disbursements.
- Supervises and develops staff involved in financial activities, including establishing standards, assigning and reviewing work, evaluating performance, handling disciplinary matters, and delegating and prioritizing workload.
- Advises chief judge and court unit executives in all areas of the financial unit. Makes recommendations for improvements of the overall effectiveness of financial management in the court.
- Oversees the review of all vouchers related to various expenses submitted by the court, probation office, and court staff for appropriateness of payment and proper classification of the funds disbursed. Disburses funds to pay various bills.
- Oversees preparation for and participates in annual internal audits and independent cyclical audits. Ensures adequate compensating controls are integrated into business processes. Assesses where risks or vulnerabilities lie for significant loss, theft, error, disruption, waste, unauthorized access, or noncompliance with regulations or policies. Prepares response to audit findings and recommends action plan.
- Develops, with the Clerk of Court and the Chief U.S. Probation Officer, a system of internal controls to ensure proper separation of duties and assists in the prevention of errors and detection of fraud.
- Monitors collateral for monies deposited in excess of Federal Deposit Insurance Corporation limits.
- Prepares and analyzes a variety of reports for the clerk's office and the probation office, the Administrative Office, U.S. Treasury, financial institutions, and various outside agencies.

- Drafts orders for payment and/or deposit for the judges and Clerk of Court.
- Develops budget estimates to fund all operating costs of the court unit. Prepares justification for each object class and prepares the overall budget summary justification. Presents the budget request to court authorities, and submits amendments and other supplemental information as required.
- Develops and monitors spending plans, recommends actions for projected shortfalls or emergencies, and prepares justification for supplemental requests of additional allotments.
- Serves on the management teams of the Clerk's Office and U.S. Probation Office.
- Develops and provides training to staff on financial and internal controls matters.
- Attends conferences, training, and meetings as directed.
- May serve as a liaison for the Clerk of Court and Chief U.S. Probation Officer with other agencies, outside vendors, and local building management.
- Performs other duties as assigned.

Qualifications:

To qualify for the position, the individual must have or meet the following requirements:

Education and Experience Qualifications: (1) Bachelor's degree in accounting, finance, or related field from an accredited college or university; (2) at least five years of progressively responsible experience in a financial environment 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; (3) knowledge of government accounting practices, procedures, and principles; (4) knowledge of financial systems and how to use automated systems, including WordPerfect, Microsoft Word, Microsoft Excel, and Adobe Acrobat, to perform day-to-day activities; and (5) the ability to handle financial issues in a confidential manner.

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.

Personal Attributes: (1) unquestioned integrity; (2) excellent written and oral communication skills, including the ability to relay financial data clearly to non-financial personnel; (3) superior interpersonal skills, with an ability to build, motivate, and lead a dynamic team; (4) ability to problem solve and exercise mature and decisive judgment; (5) professional and positive attitude; and, (6) dependable and detailed-oriented and superior organizational and analytical skills.

Preferred Qualifications: (1) a Master's degree in business administration, finance or related field; (2) three years of experience in a supervisory or managerial capacity; (3) knowledge of legal terminology, federal court processes, and functions of the court; (4) demonstrated record of ongoing professional development; and (5) CPA license.

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. Employment will be considered provisional pending the successful completion of a ten-year Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

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:

- Cover letter, including a sentence identifying the job source used to locate this position
- Resume
- Fully completed AO 78 Application Form, which may be obtained at www.nced.uscourts.gov.
- Copies of the last two performance evaluations
- Narrative statement, not to exceed two pages, describing how previous experience applies to this position and outlining management philosophy
- List of three references

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

Preference will be given to application packages that are received by the first/interim cutoff date.

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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