



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
VACANCY ANNOUNCEMENT 17-04**

POSITION TITLE: Financial Supervisor

POSITION TYPE: Full-time permanent

AREA OF CONSIDERATION: All qualified applicants

DUTY STATION: Cleveland, Ohio

CLASSIFICATION LEVEL: CL 28 - CL 30

SALARY RANGE: \$60,059 - \$137,183

OPENING DATE: March 3, 2017

CLOSING DATE: Open until filled. First consideration to applications received on or before March 17, 2017.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Financial Supervisor in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous Federal Court experience.

POSITION OVERVIEW

The Financial Supervisor oversees the finance, budget, accounting, internal controls, procurement and space/facilities functions of the court and associated staff to ensure effective operations and compliance with the appropriate guidelines, policies, regulations, and internal controls and quality service. The incumbent serves as a key member of the Clerk's Office leadership team and is an integral contributor to annual and strategic planning processes, financial leadership and administration, and staff/organizational development programs. Promotion potential to CL 30 without further competition.

REPRESENTATIVE DUTIES

- Oversee the finance, budget, accounting, internal controls, procurement and space/facilities functions of the court. Supervise employees, including establishing organizational structure and work standards, evaluating results (individual and group), and managing performance. Develop and conduct employee performance evaluations. Ensure staff receives training related to process/procedures, internal controls, systems, and compliance. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the court. Ensure completion of accounting for all monies paid into the court including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bail bonds, etc., and refunds and reimbursements to appropriations. Review the classification of accounting transactions relating to the court in accordance with regulations issued by the Department of Treasury and by the Administrative Office of the United States Courts. Perform bank and Treasury reconciliations. Prepare reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials as necessary. Assist in representing the court in both oral and written responses to financial questions.
- Develop and maintain the annual budget in a decentralized budgeting environment. Advise Clerk of Court, judges, and management team on staffing, costs, cost projections and related matters. Oversee purchasing

activities, ensuring compliance with procurement rules and regulations. Monitor contracts and oversee renewal of service agreements.

- Develop and maintain procedures and systems to provide for the appropriate accounting of the court's deposit, registry, and unclaimed funds. Ensure that all orders of the court involving the various funds are carried out promptly and accurately, and perform the requisite accounting for same.
- Develop and maintain a system of internal controls to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud. Maintain control over the ordering, distribution and accountability of official forms, reports, receipts, and checks, as well as other non-monetary items placed with the court, such as bonds, titles, and deeds. Maintain files on all matters pertaining to the financial activity of the court.
- Oversee travel management program and the review of all vouchers submitted by the court, district staff units, other judiciary units, and panel attorneys for propriety of payment and proper classifications of the funds disbursed. Oversee the disbursement of funds to pay various bills.
- Oversee criminal debt management program and processes. Communicate and coordinate with the U.S. Attorney's Office and Probation Office on the collection of fines, special assessments, penalties, and restitution payments by defendants, as required.
- Oversees day-to-day property and procurement functions including but not limited to purchasing, contracting, vendor management and evaluation, building management, safety/security, and space and facilities projects and ensures compliance with appropriate guidelines, policies, and internal controls.
- Research and analyze data, prepare regular and ad hoc reports for areas of responsibility, manage projects, and develop and implement programs.
- Make recommendations for improvements of the overall effectiveness of financial operations and management in the court, including the implementation of new improved methods, systems, and procedures. Assist in the initiation and maintenance of a comprehensive training program for all employees having financial responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Communicate clearly and effectively, both orally and in writing, to explain complex financial and budgetary concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
- Ensure compliance with national and local policies, procedures and guidelines. Demonstrate sound ethics and good judgment at all times.
- Travel within or outside the district as required to attend meetings, conferences or training.

QUALIFICATIONS

- Bachelor's degree in business, accounting, finance or a related field.
- Five or more years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: 1) skill in developing the interpersonal work relationships needed to lead a team of employees; 2) the ability to exercise mature judgment; 3) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary.
- Demonstrated skill in budget development and management, financial analysis, reporting and planning; working knowledge of audit policies, procedures, and standards and knowledge of audit principles; exposure to purchasing/procurement and space/facilities administration.
- Excellent analytical and problem solving skills; ability to collaborate with and make recommendations to leadership team; ability to make timely and effective decisions.
- Ability to successfully manage multiple projects and priorities; understanding of process redesign and ability to evaluate and implement potential process improvements.
- Proficiency with automated financial systems and computer applications such as MS Excel, MS Access and Lotus Notes.
- Excellent interpersonal skills and the ability to effectively communicate financial information to a variety of audiences verbally and in writing.

PREFERRED QUALIFICATIONS

- Master Degree in Business, Finance, Accounting or a related field.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
- Government accounting experience

BENEFITS

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Federal court employees can join the Federal Court Clerks Association, a national, professional court organization • Fitness center • Transit subsidy

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. Applicants will be required to submit to a ten-year FBI background investigation (including references, criminal history and credit history), submit fingerprints and sign consent for IRS tax check and consumer report review. The selected candidate must successfully complete the ten-year background investigation with periodic updates every five years thereafter. Employment is provisional pending the successful completion of the background investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the web site <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

HOW TO APPLY

Submit the following documents to the address below: (1) a cover letter of interest that addresses qualifications and relevant experience; (2) a current resume, (3) names and contact information for two professional references; and (4) a completed form AO78 (Federal Judicial Branch Application for Employment), available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/. Applications may also be e-mailed to apply@ohnd.uscourts.gov. If you email the application documents, they **must** be sent as a single .pdf document Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court
Attn: Human Resources Department #17-04
Carl B. Stokes U.S. Court House
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.