



**U.S. PRETRIAL SERVICES & PROBATION OFFICE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**Vacancy Announcement 15-10**

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<b>POSITION TITLE:</b> Budget Analyst	<b>NUMBER OF POSITIONS:</b> One (1)
<b>DUTY STATION:</b> Cleveland, Ohio	<b>GRADE/SALARY RANGE:</b> CL 27-29 (\$48,690 - \$112,835)
<b>POSITION TYPE:</b> Full-time permanent	<b>AREA OF CONSIDERATION:</b> All qualified applicants
<b>OPENING DATE:</b> July 8, 2015	<b>CLOSING DATE:</b> Open until filled; applications preferred by July 29, 2015.

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The U.S. District Court for the Northern District of Ohio, Pretrial Services and Probation Office, has an immediate opening for a Budget Analyst. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. This position is location in the Cleveland headquarters and provides support and service to branch offices in Akron, Toledo and Youngstown.

**POSITION OVERVIEW**

The Budget Analyst assists in the formulation of the annual budget and associated spending plan. The incumbent will develop and justify budget requirements and execute approved budget requests. This individual will prepare and analyze budget records and reports, maintain oversight of funding allotments and associated spending, and make adjustments as required. The Budget Analyst acts as a project manager, conducts internal reviews and audits, develops recommendations regarding procedures for improvements, and provides regular updates to senior management on the current status of the budget and/or changes in requirements, procedures or practices.

**REPRESENTATIVE DUTIES**

- Perform day-to-day finance, accounting and procurement functions to ensure the accountability of funds collected, deposited, distributed, and disbursed. Ensure accuracy and completeness of data, quality of service, and compliance with internal controls, and local and national policies, procedures and requirements.
- Formulate and implement approved policies, procedures and protocols related to budget plan execution. Provides financial/budget consultation and technical support to management staff. Trains and coordinates work with other staff members as required.
- Assist in the development of an annual spending plan, identify amounts required to pay personnel and maintain mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct financial modeling based on different scenarios. Adapt to changing budget environments as needed.

- Execute approved budget plans. Perform all reconciliations, review spending and fund balances routinely and recommend reprogramming to address projected shortfalls as necessary. Maintain and analyze records of operating expenses and revenues to compare with budget. Ensure allotment levels are not exceeded. Participate in the review and approval of major purchases.
- Enter allotments and/or adjustments to allotments into FAS4T and the Status of Funds Report. Enter reprogramming actions as needed. Enter reprogramming or standard voucher transactions to move funds from one BOC to another within a fund or from one fund to another within the financial system and the Status of Funds report.
- Provide budget forecasting reports to management on a regular basis. Develop ad hoc reports as requested. Respond to requests for information and reports from various stakeholders. Maintain all required documentation.
- Make recommendations for improvements of the overall effectiveness of financial operations and management in the court unit, including the implementation of new improved methods, systems, and procedures.
- Communicate clearly and effectively, both orally and in writing, to explain financial and budgetary concepts to individuals and groups with varying experience and backgrounds. Interact effectively with all colleagues and stakeholders, providing good customer service and resolving questions 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**

- To qualify for the CL27 level, two (2) years of progressively responsible and substantive experience in a accounting, budgeting, finance and/or a related field is required. For the CL28 level, two (2) years of specialized experience, including at least one (1) year equivalent to work at the CL27 level is required. For CL29, two (2) years of specialized experience, including at least one (1) year equivalent to work at the CL28 level is required.
- Demonstrate skill in problem solving, planning, analysis, identifying solutions and making recommendations. Provide input to make timely and effective decisions for the court unit.
- Proficiency with automated financial systems and computer application such as MS Excel, MS Access and Lotus Notes.
- Working knowledge of audit policies, procedures, and standards and knowledge of audit principles.
- Ability to manage multiple projects on a timely basis using project management principles and tools.
- Ability to communicate financial information both in writing and orally.
- Excellent organizational skills and attention to detail, quality and accuracy.

## **PREFERRED QUALIFICATIONS**

- Bachelor's or Master's degree in accounting, finance or related field;
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM);
- Government accounting/budget/finance experience.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the 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. **No phone calls please.**

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 court's web site [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov).

## BENEFITS

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized health and life insurance plans
- Choice of supplemental dental and vision insurance
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan (a retirement savings plan similar to 401(k) plans)
- Optional long-term disability and long-term care insurance
- Optional participation in the Judiciary Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

## HOW TO APPLY

Please submit the following documents to the address below: cover letter, resume, two professional references, and a completed form AO78 (Application for Employment), available at the court's web site [www.ohnd.uscourts.gov/home/careers-in-the-court/](http://www.ohnd.uscourts.gov/home/careers-in-the-court/). Applications may also be e-mailed to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov). E-mailed documents must be in WordPerfect, Microsoft Word, or PDF format. Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court  
Carl B. Stokes U.S. Court House  
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Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.