



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance.
- Group Life insurance
- Long-Term Care Insurance.
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match.

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Financial Supervisor

VACANCY #21-04

LOCATION: Cleveland, Ohio

REPORTS TO: Chief Deputy Clerk

STATUS: Full-time permanent

CLASSIFICATION: CL 28/CL 29

POSTED: January 26, 2021

SALARY RANGE: \$64,592-\$124,851

CLOSING DATE: Open Until Filled

First consideration given to applications received by February 15, 2021.

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 CL29 without further competition.)

Duties and Responsibilities include, but are not limited to the following:

- Oversees the finance, budget, accounting, internal controls, procurement and space/facilities functions of the court.
- Supervises employees, including establishing work standards, evaluating results, and managing performance.
- Develops and conducts employee performance evaluations. Ensures staff receives training related to process/procedures, internal controls, systems, and compliance. Makes recommendations regarding employee appointments, promotions, and separations.
- Oversees 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.
- Ensures 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.
- Reviews the classification of accounting transactions relating to the court in accordance with regulations.
- Performs bank and Treasury reconciliations.
- Oversees criminal debt management program and processes.

Financial Supervisor (VA 21-04)

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
 - Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
 - Employment is considered provisional until the background check is complete.
 - Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
 - Employees are considered "at will".
 - Employees are required to use direct deposit for payroll.
- Prepares reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials as necessary.
 - Assists in representing the court in both oral and written responses to financial questions.
 - Develops and maintains the annual budget in a decentralized budgeting environment. Advises Clerk of Court, judges, and management team on staffing, costs, cost projections and related matters.
 - Oversees Purchasing activities.
 - Monitors contracts and oversee renewal of service agreements.
 - Develops and maintains procedures and systems to provide for the appropriate accounting of the court's deposit, registry, and unclaimed funds.
 - Ensures that all orders of the court involving various funds are carried out promptly and accurately and performs the requisite accounting for the same.
 - Develops and maintains a system of internal controls to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud.
 - Maintains 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.
 - Maintains files on all matters pertaining to the financial activity of the court.
 - Oversees 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.
 - 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.
 - Researches and analyzes data, prepares regular and ad hoc reports for areas of responsibility, manages projects, and develops and implement programs.
 - Makes recommendations for improvements of the overall effectiveness of financial operations.
 - Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
 - Communicates clearly and effectively, both orally and in writing, to explain complex financial and budgetary concepts to individuals and groups with varying experience and backgrounds.
 - Interacts effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
 - Ensures compliance with national and local policies, procedures and guidelines.
 - Always demonstrates sound ethics and good judgment.
 - Travels within or outside the district as required.

Financial Supervisor (VA 21-04)

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

Qualifications (Must be met at the time of application)

Minimum:

- Bachelor's degree in business, accounting, finance or related field.
- Three (3) years prior supervisory experience.
- Five (5) 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.
- Strong critical thinking, attention to detail, and analytical skills.
- 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.
- Excellent interpersonal skills and the ability to effectively communicate financial information to a variety of audiences verbally and in writing.

Preferred:

- Master's degree in business, finance, accounting or a related field.
- JD and/or prior education/work experience in the legal field is strongly preferred.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).
- Prior government accounting experience.