

U.S. District Court
Northern District of Ohio
Career Opportunity
VA #18-24



Financial Administrator

Location: Cleveland, Ohio

Reports to: Financial Supervisor

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL 27 to CL 28
(Promotion potential without further competition)

Starting Salary Range: \$50,950 – \$99,282

Posted: December 11, 2018

Closes: Opened until filled – first
consideration given to applications
received by January 2, 2019.

FINANCE DEPARTMENT OVERVIEW:

The Finance Department supports the work of judicial officers and staff as well as the Clerk's Office by overseeing all the transactions, payments, and financial reporting required to support the business of the court. Finance staff often collaborate with chambers, probation, and the U.S. Attorney's Office. Members of the finance team are highly analytical and detailed oriented; they are well organized and provide superior customer service to all internal and external stakeholders.

POSITION SUMMARY:

This position coordinates and performs administrative, analytical, technical, and professional work related to the financial and accounting activities of the court, by providing excellent customer service, providing guidance to other finance staff, and overseeing multiple tasks and assignments. The focus of this position is to ensure the accountability of funds collected, deposited, disbursed, and reported. A core function of this position includes ensuring compliance with the appropriate guidelines, policies, and internal controls. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

REPRESENTATIVE DUTIES:

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial operations within the Clerk's Office and Court. Advise managers and judges on court financial matters. Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Ensure that appropriate internal controls for the disbursement, transfer, recording, and reporting of monies are followed. Maintain audit compliant files and documents related to the monetary aspects of case management and financial reporting.
- Oversee the Court's restitution program, which may include but is not limited to developing and implementing best practices for case management, providing guidance to other financial staff on complex cases, monitoring case set-up and case payment volume. Work with the U.S. Attorney's Office, Pretrial Services and Probation Office, and other agencies in providing information and resolving any matters regarding criminal debt.
- Maintain, reconcile, and analyze accounting records, consisting of the cash receipts journal, registry fund, deposit fund, and unclaimed funds as well as subsidiary ledgers and other fiscal records. Review and/or perform accounts payable and accounts receivable duties.

Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative office, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.

- Lead and perform month end close and year-end close activities and reporting. Lead and perform 1099 activities and reports for the Clerk's Office.
- Oversee the work flow and work volume for the finance department. Provide guidance to other financial staff; which may include assigning, monitoring, prioritizing, and reviewing work tasks and products.
- Monitor the fund balances. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and guide other court employees in the use of these systems and tools.
- Participate in other projects or cross-training within the Clerk's office and perform other administrative duties as required.

QUALIFICATIONS: (Qualifications must be met at the time of application)

CL 27 Minimum:

- Applicants must have at least two (2) years of specialized experience, including at least one year equivalent to work at CL-25 **or** bachelor's degree from an accredited four-year college or university in business, accounting, finance or other field closely related to the subject matter of the position.

CL 28 Minimum:

- Applicants must have at least two (2) years of specialized experience, including at least one year equivalent to work at CL-27 **or** completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business, accounting, finance, or other field closely related to the subject matter of the position.

Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

Preferred:

- Bachelor's degree in business, accounting, or finance from an accredited four-year college or university.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
- Government accounting experience.

BENEFITS:

Employees of the U.S. 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 (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. **ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Subject of Email should read: **Vacancy 18-24- Financial Administrator**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/careers>

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

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on January 2, 2019.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

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.