



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

POSITION: Financial Administrator

VACANCY NO: 2016-06

**POSITION
INFORMATION:** Full-time-Permanent/Excepted Service

LOCATION: Washington, DC

SALARY RANGE: CL 28 (\$61,977 - \$100,759)
Salary determined by work experience, prior/present pay history and previous federal government experience.

Opening Date: July 6, 2016

First Screening Date: July 21, 2016

Closing Date: August 5, 2016

POSITION OVERVIEW

This position is located in the Administrative Services Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia.

Reporting to the Chief Deputy of Administration, the Financial Administrator manages and oversees the staff and functions of the court's financial support systems and services. Working in conjunction with the Procurement and Facilities Office and the Budget Analyst, this position ensures the proper maintenance and analysis of all court accounting records, day-to-day accounting operations utilizing FAST/CCAM,

daily operational schedules and the development and implementation of office policies, procedures and programs.

DUTIES AND RESPONSIBILITIES SUMMARY

Manages and oversees day-to-day accounting operations utilizing FAST/CCAM.

Properly maintains and analyzes accounting records consisting of a cash receipts journal, cash disbursement journal, registry fund and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records necessary to properly account for the revenues and expenditures of the Court.

Develops and maintains a system to provide for the appropriate investment and disbursement of registry funds.

Monitors receipts and disbursements and transmits weekly activity to the Court Registry Investment System (CRIS). Ensures that all orders of the Court involving the registry fund account are carried out promptly and accurately.

As Assistant Disbursing Officer, reviews vouchers received for payment from all court units and signs U.S. Treasury checks. Approves CJA vouchers and verifies monthly CJA reports.

Maintains and monitors the Non-Appropriated Fund. Issues checks, prepares annual report and schedules the annual audit at the beginning of each calendar year.

Prepares U. S. Treasury bank deposits and verifies those deposits and wire transfers using Treasury's CASHLINK system.

Performs month-end reconciliation of receipt and disbursement activity.

Serves as the liaison with judges, attorneys, Administrative Office staff, other court units and federal agencies regarding district-wide financial operations and matters.

Assists with the development of efficient internal control systems, assists with programs to prevent errors and detect fraud and makes recommendations for the overall improvements of the Court's financial system.

Plans work to be accomplished by subordinates, periodically checking progress, reviewing work for compliance with established standards of accuracy, completeness, timeliness, etc., setting work priorities and time schedules.

Responsible for the supervision of the department, staffing positions, developing staff, identifying training needs and establishing/monitoring the overall performance standards.

Primary contact for personnel related issues, resolving and implementing disciplinary or other courses of actions as needed. Serves as a resource for staff providing counseling, information, overall guidance and assistance with performance, work progress and production.

Performs other duties as assigned.

QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university in the area of finance or accounting is highly preferred. Education above high school level may be substituted for general experience.

Minimum of three to five years of experience in accounting and/or finance in the Judiciary. This experience must include an in-depth body of knowledge of judicial policies, practices, regulations, and terminology related to court's administration of finance.

An extensive knowledge of general governmental accounting practices, procedures, and principles; knowledge of the applicable financial automated systems of the federal government/judiciary and the related procedures is required.

Must have a solid knowledge of the judiciary's budget management and preparation systems, financial reporting, procurement processes, property management processes, facilities processes and the related regulations, guidelines and procedures.

Must be able to exercise a high degree of judgment, flexibility and initiative.

The ability to communicate effectively both verbally and in writing is critical. Must have excellent interpersonal skills with the ability to effectively communicate complicated financial matters to all levels of personnel.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Must be proficient in various financial systems, Microsoft Word, Excel and other computer applications.

Prior supervisory or management experience to include planning and monitoring the work distribution of subordinates, establishing staff performance standards and priorities, assessing and developing personnel skills, identifying training needs and providing overall employee guidance, counseling and discipline related to work performance, progress and production is required.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates must be able to pass a security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of (1) a completed AO 78- Application for Judicial Employment, (2) a resume detailing all relevant experience, education and skills and (3) cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

**Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Suite 1525
Washington, DC 20001**

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information materials requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer