U.S. District Court – Eastern District of California
Opportunity Announcement #2013-08

Financial Administrator

Sacramento, California
www.caed.uscourts.gov

Position Details
Grade Range: CL 27 to CL 28

Salary Range: $49,162 - $95,783

Closing Date: 4:00 pm on 10/25/2013

Due to budgetary constraints, consideration is limited to current employees of the U.S. District Court – Eastern District of California Clerk's Office.

How to Apply:

For consideration, applicants must submit the following by the stated closing date:

1) An introductory cover letter that includes the reason why the candidate is seeking the position.

2) A chronological resume detailing professional work history, key accomplishments and the reason why each job listed was left.

Materials must be received as email attachments in either Word or PDF format sent to "CAED-HR@CAED.USCOURTS.GOV" by no later than 4:00 pm on Friday, October 25, 2013. Please reference "2013-08" in the subject line of your message.

The Clerk's Office is seeking candidates for a Financial Administrator position in our Sacramento office. Due to budgetary constraints, consideration is limited to current employees of the U.S. District Court – Eastern District of California Clerk's Office. The incumbent will report to the Budget Manager and oversee and guide the day-to-day financial and accounting functions of the office through the following duties and responsibilities:

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial operations and execution within the unit and court. Advise managers, executives, or judges on court financial matters and serve as project manager on special financial initiatives. Provide guidance and assistance to other units within the district on financial matters.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. 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.
- Research and analyze financial related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and respond or prepare written correspondence, as required. Conduct work measurement and work productivity studies related to financial and associated activities and prepare reports.
- Perform reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes. Assist with maintain and update the court's internal controls manual and coordinate audit activities.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Monitor financial work performed by staff, and provide technical training and guidance to ensure compliance with internal controls, policies, and procedures.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.

Minimum Qualifications:
To minimally qualify for appointment at a CL 27, candidates must possess two or more years of progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided knowledge of rules, regulations, and terminology of financial administration. Experience gained while working within a financial office of U.S. District Court – Clerk's Office is highly preferred.

Disclosures:
The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. As a condition of employment, the selected candidate must complete a 10-year background investigation that includes an FBI fingerprint check and credit check. All information provided by applicants is subject to verification and background investigation.