

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Vacancy Announcement No.: 10-07
Opening Date: October 29, 2009
Closing Date: November 13, 2009, or until filled.



POSITION TITLE: FINANCIAL ADMINISTRATOR
SALARY: \$66,956 - \$108,851 (CL 29)
DEPENDENT UPON EXPERIENCE

The United States District Court Clerk's Office has an immediate opening for a **Financial Administrator**. The Financial Administrator is responsible for: funds management; payables; collections; disbursements; safekeeping, depositing, accounting, and reporting of monies received by the Court; developing, administering, and documenting financial and internal control policies; and supervision of the financial department staff. The Financial Administrator reports to the Chief Deputy Clerk.

Representative Duties:

Supervises Financial staff in accomplishing the day-to-day tasks associated with the financial operations of the Court.

Manages and oversees day-to-day accounting operations utilizing FAS4T, CM/ECF, CCAM, and certain U.S. Treasury systems. Properly maintains and analyzes accounting records consisting of: cash receipts journal; registry fund and deposit fund; various subsidiary ledgers and other records necessary to account for the revenues and expenditures of the court and balances held for other parties, including non-appropriated District Court funds; transfers monies to Unclaimed Funds; and manages the maintenance and archival of Financial files and records.

Manages all monies paid into the court, including fees, fines, restitution, interest and penalties, forfeitures, interpleader funds, court costs, bail bonds, and refunds; manages monies disbursed by the court from the deposit fund account and registry fund account.

Develops and manages accounting records relevant to the court's debt collection system, including various subsidiary ledgers, spreadsheets, and other records necessary to properly account for the receipts and disbursements of all court-ordered debt.

Oversees the daily deposits for all divisions within the unit.

Arranges and monitors the posting of collateral by banks with the Federal Reserve to protect funds on deposit over and above FDIC coverages.

Oversees the receipt and maintenance of non-cash collateral posted for appearance bonds, if necessary.

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Accounts for the disbursement of appropriated funds for all court offices; ensures proper review of vouchers for validity and completeness prior to payment; and, issues Treasury checks.

Maintains a system to provide for the appropriate investment of registry funds in local depositories, drafts orders for court approval, and ensures that all orders of the court involving the registry fund accounts are executed out in a timely manner.

Develops, modifies, and improves a system of internal controls for the proper segregation of accounting funds and to assist in the prevention or detection of errors or fraud.

Prepares reports and financial statements for submission to the U.S. Treasury, the Administrative Office of the United States Courts, and other court officials.

Oversees the processing of Treasury IPAC credits; reconciles the Statement of Differences with the Treasury on a monthly basis; and, verifies data with the CA\$HLINK System.

Oversees payment and certification of Criminal Justice Act vouchers; audits for correctness and verification of vouchers against monthly reports; maintains associated files; and, archives records when appropriate.

Manages and controls the ordering, distribution, and accountability of official forms, including receipts and Treasury checks.

Develops, modifies, and improves Financial procedures manuals for the Court.

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

Ensures adherence to the Guide to Judiciary Policies and Procedures and compliance with standard financial and accounting practices.

Performs other duties as assigned.

Mandatory Qualifications: At least two years of progressively responsible specialized experience, equivalent to work at the CL 28 (GS 12), 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, which provided a knowledge of the rules, regulations, and terminology of financial administration. In addition, applicants must possess at least two years of specialized experience, which included 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; and,
3. Knowledge of the basic concepts, principles, and theories of management and the ability to understand and implement managerial policies.

Skill in working with senior officials and the ability to recognize systemic errors and their probable cause. Skill in using automated applications including word processing (preferably WordPerfect), spreadsheets (preferably Excel), and database programs, as well as financial and accounting systems. Ability to prepare financial reports in order to exchange and provide accurate and timely information with individuals within and outside the Court. Ability to consistently demonstrate sound judgment and high ethical standards.

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Preferred Qualifications: A bachelor's degree from an accredited college or university in accounting, finance, or a related field is preferred. Experience in a court environment utilizing FAS4T, as well as other financial and accounting systems, is highly desirable.

Notice to Applicants: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

About the Court: The United States District Court currently employs 223 staff members in four offices, with eleven active judgeships, eleven senior judges, and nine full-time magistrate judges. The Court has its main office in Atlanta with division offices in Rome, Newnan, and Gainesville. The Northern District of Georgia serves 46 counties in the northwestern part of the state.

Benefits:

Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.

Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).

Available group life insurance and long term care insurance.

Public Transportation Subsidy.

Participation in the Federal Employees Retirement System (FERS).

Thrift Savings Plan (with employer matching a percentage of employee's contribution).

Application Process: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, (available from the Court's website at <http://www.gand.uscourts.gov/employment>). Completed packages should be submitted to: **United States District Court, Attn: Human Resources Manager, Vacancy #10-07, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. The closing date for receipt of applications is November 13, 2009, or until filled. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

EQUAL OPPORTUNITY EMPLOYER