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**UNITED STATES PROBATION OFFICE  
WESTERN DISTRICT OF OKLAHOMA**

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Announcement No. 12-08

Position Title:	Budget Analyst
Position Type:	Full-Time/Permanent
Location:	Oklahoma City, Oklahoma
Opening Date:	July 3, 2012
Closing Date:	Open Until Filled
Starting Salary Range:	CL 27 (\$45,928 - \$57,408) <i>depending on qualifications and experience</i>
Potential Salary Range:	Up to \$74,628

This position is located in the United States Probation Office for the Western District of Oklahoma and reports to the Chief U. S. Probation Officer. The incumbent is responsible for developing budget requirements and executing the approved budget and will be responsible for monitoring court appropriated funds, tracking costs, and providing reports to management on the status of funds. Lateral transfers within the Judiciary will be considered for this position based on applicant's current classification and step from their current pay table to Pay Table 01. This agency is unable to match locality pay.

**REPRESENTATIVE DUTIES**

Assist with the formulation, evaluation and implementation of policies, procedures and protocols related to financial operations and budgetary execution in the probation office. Advise executives on budget matters.

Assist in the development of an annual spending plan, monitor budget execution and recommend appropriate action when necessary, analyze budget variances, and prepare budget forecasts. Conduct periodic meetings with unit executives to review proposed plans and make recommendations based on analysis and projection of available funds.

Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment or reprogramming transaction.

Enter allotments or any adjustments to allotments into FAS4T. Enter reprogramming or standard voucher transactions to move funds from one BOC to another within a fund or from one fund to another.

Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests. Prepare and electronically submit the unit's Electronic Status of Funds reports on a monthly basis as required to the Administrative Office. Ensure accruals are calculated, documented and processed monthly.

Manage and oversee day-to-day operations of fiscal accounting functions. Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities and ensure that the total court unit allotment will not be exceeded.

Develop a variety of reports based on historic and current data, including statistics on staffing, spending patterns, expense projections and similar information.

Ensure appropriate internal controls are followed. Participate with a team reviewing compliance of internal controls, policies and procedures.

Prepare, update, examine and analyze a variety of regular and non-standard reports. Design, develop and maintain Excel spreadsheet formats and programs for analyzing budgetary information.

Responsible for tracking and updating the court unit's personnel projections report (PPS). Reconciles personnel costs with reports from the AO and provides information to administration.

Apply knowledge of specialized areas of accounting to perform systematic examinations of complex financial transactions.

### **Minimum Qualifications:**

Applicant must be U. S. Citizen or eligible to work in the United States. Applicant must have high school diploma and two years of specialized experience.

Specialized Experience is defined as 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 a knowledge of the rules, regulations, and terminology of financial administration.

Strong knowledge of the budget process. Ability to analyze financial data and develop recommendations for management's approval. Thorough knowledge of accounting practices and procedures. Ability to comprehend a wide range of administrative concepts, principles and practices. Strong working knowledge of Excel spreadsheets. Thorough understanding of work flow and related outcomes. Ability to exercise mature judgment and ability to manage multiple projects simultaneously. Ability to communicate effectively both orally and in writing. Good interpersonal and leadership skills.

### **Preferred Qualifications:**

Bachelor's degree in finance, accounting, business administration or a related field from an accredited college or university and two years of specialized experience.

### **Notice to Applicants:**

All probation office employees are required to adhere to a Code of Conduct. Employees of the probation office are Excepted Appointments and serve at the pleasure of the Court. They are not included in the government competitive service classification (Civil Service) system; however they are entitled to the same benefits as other Federal employees such as annual leave, sick leave, health insurance, life insurance, retirement and Thrift Savings Plan. Only the most qualified applicants will be interviewed and participation in the interview process is at the applicant's own expense. Relocation expenses are not being offered. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement without any prior written or other type of notice.

### **Conditions Employment:**

The incumbent will be fingerprinted and will be subject to a background check as a condition of employment. The selectee must also complete a one-year probationary period. This appointment is provisional pending a favorable employment suitability determination and successful completion of a one-year probationary period.

### **How To Apply:**

Qualified persons must submit cover letter addressing how your background, skills and experience meet the qualifications listed above, resume, college transcript, and an AO-78, Application for Judicial Branch Federal Employment, which is located on the Internet at <http://www.okwp.uscourts.gov/> . Mail the required documents to:

Beth Cospers, Personnel Specialist  
Attention: Vacancy #12-08  
215 Dean A. McGee, Room 201  
Oklahoma City, Oklahoma 73102

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