

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 13-08

POSITION: Financial Administrator
SALARY RANGE: CL 25 - 27 (\$42,780 - \$84,146)*DOE
DUTY STATION: New Haven, CT

OPENING DATE: October 17, 2013
CLOSING DATE: Open until filled
*Preference will be given to resumes received by November 1, 2013

The Clerk's Office for the United States District Court, District of Connecticut, is accepting applications for a Financial Administrator. This position serves as, or in support of, the principal accounting and finance authority for the Clerk of Court. The position provides technical and administrative supervision to employees performing finance work, and is responsible for safekeeping, depositing, accounting, and reporting monies received by the court, overseeing the disbursement of money, as well as accounting records, cash receipts, journals and ledgers.

Representative Duties:

- 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 the Court Unit Executive, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- 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. Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- 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. Maintain and update the court's internal control manual and coordinate internal and external audit activities.
- Other duties as assigned.

Qualifications and Requirements:

Required: Four (4) years of work experience, three (3) of which should be specialized experience with progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships; the ability to exercise mature judgment; knowledge of the basic concepts, principles, and theories of financial management;

the ability to understand the managerial policies applicable to the court; excellent written and verbal communications skills; and experience with automated systems desired.

Preferred: Bachelor's degree from an accredited institution. Education may be substituted for three (3) years of general experience.

The successful candidate must have excellent leadership qualities which include the ability to collaborate and work effectively with all levels of court staff and other agencies; the ability to communicate information clearly, accurately, and in a timely manner; the ability to organize time and work effectively; and the ability to exercise good judgment. Good attention to detail and strong analytical skills are a must.

How to Apply: Submit resume with cover letter, salary history, proof of any certifications, as well as the below by email only to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applicants must also submit a narrative statement addressing the following:

1. What leadership skills and qualities do you possess?

Also, please provide two writing samples, no more than three pages each.

The Court will communicate only with those applicants who are selected for an interview. **No phone calls please.**

Benefits:

- 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; and
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.