

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT

Position Title: Financial Administrator
Vacancy Number: 26-15
Location: Tallahassee or Pensacola, Florida
Closing Date: Open Until Filled
Salary Range: CL 29 (\$85,141-\$138,380)
*Starting salary commensurate with work experience, education,
prior/present pay history, and previous federal court experience.*

POSITION OVERVIEW

The Clerk of Court for the United States District Court for the Northern District of Florida is seeking qualified applicants for the position of Financial Administrator. The Financial Administrator is responsible for the court's financial operation and oversees the work of finance staff. The Financial Administrator performs, coordinates, and oversees administrative, analytical, technical, and professional work related to all financial and accounting activities of the court ensuring accuracy and compliance with appropriate guidelines, policies, and internal control requirements. The incumbent provides guidance to the Clerk of Court and leadership team by assessing current financial and budgetary practices; developing recommendations regarding procedures for improvements; assisting with policy development; and implementing policies regarding financial, budgetary, audit, and internal control matters. The Financial Administrator prepares, updates, analyzes, and maintains a variety of detailed accounting records, financial statements, and budgetary reports. Travel to divisional offices and other locations, including overnight travel, is required and occasional after-hours work may be required based on operational needs.

REPRESENTATIVE DUTIES

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the unit and court. Advise managers, executives, or judges on court financial and budget matters and serve as project manager on special financial or budget initiatives. Provide guidance and assistance to other units within the district on financial and budget matters.
- Manage and oversee the day-to-day accounting and financial functions of the court. Maintain and analyze accounting records supporting all funds deposited to or disbursed

from the U.S. Treasury, as well as funds in the custody of the court. Perform accounting for all monies paid into the court including, but not limited to, fees, fines, restitution, penalties, forfeitures, court costs, and bail bonds; refunds; and reimbursements to appropriations. Classify all accounting transactions in accordance with the regulations issued by the U.S. Department of Treasury and the Administrative Office of the U.S. Courts. Perform bank and U.S. Treasury reconciliations. Prepare reports and financial statements for submission to U.S. Treasury, the Administrative Office of the U.S. Courts, and other court officials, as necessary. Represent the court in both oral and written responses to financial questions.

- Develop and maintain a system to provide for the appropriate investment of registry funds. Ensure that all court ordered actions involving the registry fund account are documented, accounted for, and accurately carried out in a timely manner.
- Develop and maintain a system of internal controls to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud. Maintain control over the ordering, distribution, and accountability of official forms, reports, receipts, and checks, as well as other non-monetary items placed with the court, such as bonds, titles, and deeds. Maintain files on all matters pertaining to the financial activity of the court.
- Review and perform accounts payable and accounts receivable duties and maintain responsibility for the accuracy and accountability of monies received and disbursed by the court. Oversee the review of all vouchers related to various expenses submitted by the court, district staff, and other judiciary units for propriety of payment and proper classification of the funds disbursed. Disburse funds to pay various bills.
- Assure collateral has been posted before registry funds are deposited. Notify the U.S. Attorney's Office and U.S. Probation Office of the collection of fines, special assessments, penalties, and restitution payments by defendants, as required.
- 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.
- Prepare the overall fiscal budget plan for review by the unit executive. Perform data analysis and conduct modeling based on different operational scenarios. Manage the budget throughout the fiscal year. Recommend and perform reprogramming actions to cover projected account shortfalls.
- Research and analyze financial and budget related questions, problems, trends, and areas for efficiency/improvement and respond or prepare written correspondence, as required. Conduct work measurement and work productivity studies related to finance, budget, and associated activities and prepare reports.
- Ensure that appropriate internal controls for disbursement, transfer, recording, reporting of monies, and all other related financial management tasks are followed. Make recommendations for improvements of the overall effectiveness of financial management in the court, including the implementation of new improved methods, systems, and procedures. Initiate and maintain a comprehensive training program for all employees having financial responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office of the U.S. Courts or court leadership relating to financial matters.

- 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. Assist in the management of the court's financial management systems, including periodic updates to existing systems, implementation of new systems, and authorized user account creation and monitoring.
- Supervise or manage assigned employees in the financial department, including assigning and reviewing work, evaluating performance, and recommending personnel actions; assist in developing work standards; supervise, delegate, and prioritize workload; implement staff procedures and conduct staff meetings; oversee office functions; identify issues and resolve disputes; maintain accurate documentation, statistics, and employee records; and train staff on financial, budget, procurement, and internal controls requirements, policies, and procedures.
- Communicate clearly and effectively, both orally and in writing, to explain complex financial and budgetary concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing excellent customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with the unit executive, judges, managers, and court staff.
- Comply with the *Guide to Judiciary Policy*; *Code of Conduct for Judicial Employees*; and confidentiality requirements. Always demonstrate sound ethics, good judgment, and a professional demeanor and handle confidential and sensitive information appropriately.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for this position the applicant must have a bachelor's degree from an accredited college or university in accounting, finance, business, or similar fields of study and have at least four (4) years of progressively responsible experience in at least one (1) or more of the functional areas of financial management and administration such as accounting, budgeting, auditing, or financial reporting that provided a knowledge of the rules, regulations, and terminology of financial administration. At least two (2) years of the experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, and theories of management. The incumbent must be able to travel overnight and perform occasional after-hours work based on operational needs.

Required Skills

- Finance and Budget: Extensive knowledge of financial management and accounting principles exhibiting the ability to perform the duties of this position, including, but not limited to, knowledge of the overall fiscal reconciliation process and the standards and objectives of internal controls, including, but not limited to, skill in preparing financial reports; monitoring and reconciling accounts and ledgers; reconciling invoices, vouchers, and records of payments; preparing and analyzing budgets, spending plans, and statistical reports; recognizing financial and operational trends and developing recommendations that address issues identified; researching, analyzing, and resolving financial operations issues; knowledge of audit principles; and skill in applying audit policies, procedures, and standards.

- **Technology:** Excellent computer skills and a demonstrated commitment to the use of technology to increase efficiency. Skill in the use of automated equipment including word processing, spreadsheets, and database applications, as well as financial and budget accounting systems and software. Display proficiency in using automated systems, websites, and other computer-based systems to research and process a variety of financial information and transactions.
- **Project Oversight:** Ability to organize, oversee, coordinate, and successfully complete projects.
- **Customer Service and Communication:** Proven experience responding to the needs of multiple senior leaders within an organization; a strong commitment to delivering exceptional customer service; excellent human relations skills; and outstanding oral and written communications skills establishing the incumbent's ability to communicate effectively with a wide variety of individuals including, but not limited to, members of the public, peers, executives, judges, attorneys, and litigants.
- **Team Development and Coaching:** Proven ability to effectively coach, develop, mentor, train, direct, manage, and collaborate with staff at all levels to maintain a professional, customer service-oriented team. Proven skill in problem solving and conflict resolution.
- **Leadership and Delegation:** Demonstrated ability to lead with vision, articulate priorities, and drive organizational excellence. Proven ability to make timely and effective decisions and assume and delegate responsibility, as necessary. Proficiency in problem solving, trouble shooting, and identifying alternative solutions.
- **Workforce Management:** Skill in assigning, prioritizing, monitoring, and reviewing the work of others; skill in issue identification and problem resolution; and skill in assessing workload, project status, and resource requirements and aligning/realigning resources to meet evolving priorities.
- **Detail Orientation and Organization:** Proven history of being extremely detail-oriented and highly organized; ability to work independently with minimal direction or oversight; ability to anticipate and respond to changing priorities; and the ability to multi-task and prioritize.
- **Professionalism:** Consistently present a strong professional demeanor, exercise excellent judgement, maintain confidentiality, and demonstrate sound ethics.
- **Policy and Compliance:** Proven ability to comply with detailed policies, including, but not limited to, those related to financial management, budget, procurement, internal controls, information technology, security, human resources, and the *Code of Conduct for Judicial Employees*.

Preferred Qualifications and Skills

- **Education:** A graduate degree from an accredited college or university in the field of business or public administration, finance, accounting, law, political science, criminal justice, management, or other similar related field of study.
- **Work History:** Experience in a federal or state court system or other business or legal field requiring the interpretation, application, and knowledge of complex rules, procedures, and statutes; an understanding of legal terminology; and an understanding of court operations, roles, functions, and organizational structure, culture, and dynamics.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the Code of Conduct for Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

This position is located in either the Tallahassee division or the Pensacola division of the United States District Court for the Northern District of Florida. To be considered, an applicant must be a U.S. citizen, U.S. National, or qualify under the Appropriations Act citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. This position is classified as a high-sensitive position; therefore, the successful applicant will be required to submit to an initial ten-year background investigation, which will include a criminal history and FBI investigation. Every five years thereafter the successful applicant will be subjected to an updated investigation like the initial one. The applicant selected for this position will be hired provisionally pending successful completion of the background investigation. Retention will depend upon a favorable suitability determination following the completion of each background investigation.

Qualified applicants should submit a cover letter including any location preference (Tallahassee or Pensacola divisional office), resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: CONFIDENTIAL - Vacancy Announcement 26-15
United States District Court for the Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

In addition to submission by mail or in-person, applications may be submitted electronically to careers_flnd@flnd.uscourts.gov (careers_flnd@flnd.uscourts.gov). This position is open until filled.

The court reserves the right to change or withdraw this vacancy announcement at any time or hire multiple candidates for this position without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER