



United States District Court for the Eastern District of Washington

VACANCY ANNOUNCEMENT

2023-01 Financial Administrator Spokane, Washington

The United States District Court for the Eastern District of Washington is currently accepting applications for a permanent, full-time **Financial Administrator**. Bring your passion for all things finance, accounting, and public service to an agile, innovative, and committed team of experts dedicated to serving the Federal Judiciary, public, and bar!

Position: Financial Administrator
Salary Range: CL 27 - \$55,266 - \$89,867, depending on experience
CL 28 - \$66,250 - \$107,701, depending on experience
Career Ladder Position – Promotion Potential
Schedule: Monday – Friday, 8 am – 5pm
Duty Station: Spokane, Washington
Opening Date: March 14, 2023
Closing Date: Open until filled – preference given to applications received before close of business on Friday, April 14, 2023.

POSITION OVERVIEW:

The Financial Administrator leads and supervises a shared services team that performs budget, procurement, accounting, financial management and facilities project management for the United States District Court and Probation/Pretrial Services Office. This position is responsible for the day-to-day financial and accounting functions of the Court, as well as the development and implementation of financial procedures to improve the stewardship of public funds. This is a career ladder position with promotion potential without further competition. A key member of the Admin Team, the Financial Administrator reports to the Clerk of Court/Court Unit Executive.

DUTIES:

- Manage and oversee day-to-day operations in the areas of budget, finance, travel, accounting, and procurement. Make recommendations for improvements of the overall effectiveness of finance/budget management in the court, including the implementation of new and improved methods, systems, and procedures.
- Supervise Clerk's Office and Probation Services employees involved in finance, procurement, accounting, and budgetary management activities, including prioritizing, assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls.
- As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Process accounts payable and track expenditures.
- Oversee staff executing the purchase of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts
- Work with Clerk of Court/Court Unit Executive and the Chief Probation Officer to develop, maintain, and execute the overall budget and financial management plan(s) for the district. Serve as project manager on special financial or budget initiatives. Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations within the court units and court. Advise managers, executives, and judges on court financial and budget matters.
- Develop, institute, and manage a comprehensive compliance/internal controls program to prevent fraud, waste, abuse, and mismanagement.
- Maintain, reconcile, and analyze accounting records and reports, consisting of the cash receipts journal, registry fund, deposit fund, and unclaimed funds as well as subsidiary ledgers and other fiscal records. Review and/or perform accounts payable and accounts receivable duties.
- Research, analyze, draft and issue interpretations of budgetary guidance, supplemental guidance, and instructions to the judges and unit executives detailing budget formation and execution.
- Manage the Court's financial management systems, to include entering financial data, updating and providing quality assurance of financial records, and monitoring voucher payment activities to ensure the use of sound principles of accounting. Supervise the use of other authorized users of the Court's financial management systems. Manage periodic upgrades and the addition of new modules to the program.

- Prepare for and conduct cyclical financial audits; assist, advise, and train management staff on internal audit procedures; and ensure all audit findings are corrected in a timely manner.
- Oversee the travel authorization and reimbursement process. Ensure accuracy of documents submitted, approved, and processed. Manage the offices' travel credit cards, ensuring policies and procedures are followed and problems are addressed immediately.
- Collaborate with IT staff to develop or customize programs or systems to assist with budget and accounting transactions and recordkeeping.
- Maintain oversight and responsibility for documentation on all GSA vehicles assigned to the court, government phone cards assigned to judges and employees of the Clerk's Office and Probation Office, and postage meter reconciliation and reporting for the Clerk's Office and Probation Services.
- Assist in the development and maintenance of a comprehensive training program for all employees having budget and/or financial responsibilities and duties. Ensure employees are kept informed of regulations and procedures issued by the Administrative Office related to budget and/or financial matters.
- Attend design and construction related project meetings and assist with monitoring courthouse projects for timeliness, budget, schedule, and compliance with scope requirements.
- Serve as key member of the Clerk's Office Admin Team, providing updates and guidance on projects, leadership initiatives, and overall culture.
- Other duties as assigned.

QUALIFICATION/EXPERIENCE:

To qualify at the **CL 27**, applicants must have at least two (2) years of specialized experience; **or** a bachelor's degree from an accredited college or university in business, accounting, finance or other field closely related to the subject matter of the position, **and** one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.9 or better of possible 4.0;
- Standing in upper third of the class;
- 3.5 average or better in the major field of study, such as business or public administration;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration.

To qualify at the **CL 28**, a person must have two (2) years of specialized experience, with at least one year at the equivalent of the CL 27; **or** completion of a master's degree or two years of graduate study (28 semester or 54 quarter hours) in an accredited university in business or public administration, or other field closely related to the subject matter of the position.

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 rules, regulations, and terminology of financial administration.

Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Bachelor's Degree in finance/accounting business, public administration, or related field.
- Government accounting and procurement experience.
- Accreditation as a Certified Public Accountant.
- Prior service in a financial administration/specialist and/or procurement capacity for a Clerk's Office and/or Probation Office of a federal court is highly preferred.
- Extensive knowledge of financial and accounting management, budgeting and federal judiciary budget guidelines and policies, including allocation formulas, processes, and guidelines.
- Knowledge of automation systems, preferably experience with JIFMS, strong analytical and interpersonal skills, including the ability to communicate effectively both orally and in writing.
- Strong organizational skills and the ability to prioritize a large volume of work.
- Employee and/or program supervision.
- Knowledge of legal terminology, federal court processes, and functions of the court.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefit package includes:

- Eleven paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with

- employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)Flex Lite Program
- Telework Program
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court.

The position is classified as a **high-sensitive** position within the federal judiciary. The successful candidate for this position will undergo an **Office of Personnel Management (OPM) background investigation**. Employee will be hired provisionally pending results of the background investigation and retention will depend upon a favorable suitability determination from this investigation. The incumbent may be subject to periodic updates.

The Federal Financial Management Reform Act requires employees direct deposit their federal wages.

APPLICATION PROCEDURES:

Qualified applicants should submit their application package as **one PDF**, to include the following:

- a **cover letter** explaining how their experience relates to the position requirements,
- a **resume** detailing all relevant experience, education, and skills, **and**
- a completed **Application for Judicial Branch Employment** (Form AO 78) available on the court's website (www.waed.uscourts.gov).

Complete application packages may be submitted electronically to: hr@waed.uscourts.gov

Applications that do not include all information requested may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.

Excellence in Court Administration, and Optimal Service to the Public, Court, and Bar.
The United States District Court is an Equal Employment Opportunity Employer.