
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title: Financial Administrator
Location: Grand Rapids, Michigan
Closing Date: July 6, 2015 (close of business)
Salary Range*: CL 28 to CL 30 (\$56,137 - \$128,223)
**Starting salary dependent upon qualifications & experience. Promotion potential to CL 30 without further competition.*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Financial Administrator position.

Position Overview

The Financial Administrator supervises financial and procurement staff and performs work related to all aspects of the financial, accounting and procurement functions of the District Court's and Probation Office's consolidated financial unit. This includes ensuring accuracy and completeness of data and quality of service. The incumbent provides support to all court units in the district regarding financial and budget matters; develops and justifies budget requirements; maintains oversight of funding allotments and associated spending and recommends and makes appropriate adjustments as required; and ensures compliance with the appropriate guidelines, policies, regulations and internal controls. The Financial Administrator is a member of the Court's Management Team.

Representative Duties

- Oversee the day-to-day finance, accounting and procurement functions of the district court in the consolidated financial department of District Court and Probation.
- Supervise, develop and mentor financial and procurement staff including evaluating performance, handling disciplinary matters and assigning, monitoring, prioritizing and reviewing work;
- Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls;
- Advise judges, court unit executives and managers on court financial and budget matters;
- Ensure appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed;

- Prepare, update, and analyze a variety of accounting records, financial statements, and budget forecasting reports as needed;
- Assist with policy development regarding financial and budget matters and develop recommendations regarding procedures for improvements;
- Travel within or outside the district, as required, to attend meetings, conferences or training, and
- Perform other duties as assigned.

Education and Qualifications

Bachelor's degree, from an accredited college or university, in finance or accounting required or have another degree with demonstrated experience in finance or accounting. A Master's Degree is preferred. Five (5) years of professional accounting and financial experience is required. Applicants must have specialized experience that includes 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 the managerial policies applicable to the judiciary. (Applicants must also have at least one year of experience at the next lower grade level or its equivalent.)

The successful candidate must be a leader, a motivator, highly organized, and maintain a professional demeanor at all times. The successful candidate must have the ability to provide innovative solutions to workplace problems; working knowledge of audit principles, policies, procedures and standards; working knowledge of budget development and monitoring; proficiency and experience working with automated financial systems and in an electronic environment with various technologies to accomplish work tasks; ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in understandable format; have expertise in dealing with others in person-to-person work relationships; and have strong organizational, analytical, and project management skills. Experience in the federal government is preferred, but not required.

Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. This position is subject to mandatory

electronic funds transfer (direct deposit) for salary payment. The selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, with periodic updates every five years thereafter. Appointment is provisional and contingent upon successful completion of an FBI background investigation. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court’s web site at www.miwd.uscourts.gov.

How to Apply

For consideration, qualified applicants must provide the following:

- a letter of interest (not to exceed three pages) that describes how their previous experience has prepared them for this position and elaborates on any of the qualifications they may have;
- a detailed resume;
- contact information for three professional references; and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

Incomplete or late applications will not be considered. Required documents can be sent via mail or email. If sending via email, please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov. If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503 **by 4:30p.m. on July 6, 2015.**

EQUAL OPPORTUNITY EMPLOYER