

UNITED STATES DISTRICT COURT AND
UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA



CAREER OPPORTUNITY

The United States District Court and United States Bankruptcy Court for the District of North Dakota are accepting applications for the position of Financial Administrator.

POSITION TITLE	FINANCIAL ADMINISTRATOR
LOCATION:	FARGO, ND
TYPE OF APPOINTMENT:	FULL TIME
CLASSIFICATION LEVEL:	\$47,390.00-\$92,336.00 (CL27/28)
JOB ANNOUNCEMENT:	16-01
CLOSING DATE:	April 29, 2016

POSITION OVERVIEW:

This position is located in the Clerk's Office of the U.S. Bankruptcy Court in Fargo, ND. The incumbent provides support for the Bankruptcy and District Courts regarding financial and budget matters and is responsible for the units' financial operations. The incumbent ensures the courts' compliance with internal controls and regulations affecting finance and budget processes and their interaction with other court processes. The incumbent prepares, updates, and analyzes a variety of accounting records, financial statements and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements and assists with policy development regarding financial and budget matters.

REPRESENTATIVE DUTIES

- Provide assistance to formulate, evaluate and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the court units. Advise managers, executives, or judges on the court units' 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.
- Maintain, reconcile and analyze accounting records consisting of a cash receipts journal, registry funds and deposit funds as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform account payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the courts. Prepare, update, examine and analyze a variety of regular and non-standard reports as requested by the court units, 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 units.
- Provide assistance to prepare the overall fiscal budget plans for review by the unit executives and the courts. Perform data analysis and conduct modeling based on different operational scenarios. Assist with managing 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 attributed to the data being developed and respond or prepare written correspondence as required. Conduct work measurement and work productivity studies related to financial, budget and associated activities and prepare reports.
- Perform reviews to ensure that the court units are 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 courts' internal controls manual and coordinate audit activities.
- 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 courts for appropriateness of payment. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- 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.
- Oversee the courts' purchase-credit card program.
- Monitor and maintain district court's criminal debt accounts to include distribution of restitution to crime victims. Coordinate with United States Department of Justice, Financial Litigation Unit, to reconcile criminal debt balances.
- Travel will be required.

MINIMUM QUALIFICATIONS

At least three years of progressively responsible experience in a financial environment in at least one but preferably two or more of the functional areas of financial management and budget such as accounting, auditing or financial reporting that provided a knowledge of rules, regulations and terminology of financial administration; knowledge of financial and automated systems; the ability to handle financial issues in a confidential manner; unquestionable integrity; excellent written and oral communications skills, including the ability to relay financial data clearly to non-financial personnel; superior interpersonal skills, with an ability to build, motivate and lead a dynamic team; ability

to problem solve and exercise mature and decisive judgment; must possess a professional and positive attitude; and be dependable and detail-oriented with superior organizational and analytical skills.

COURT PREFERRED SKILLS/QUALIFICATIONS

Bachelor's degree in accounting, finance or related field from an accredited college or university; knowledge of government accounting practices, procedures and principles; knowledge of legal terminology, federal court processes and functions of the court; CPA or other financial sector license or certification.

EDUCATIONAL SUBSTITUTIONS

Education above the high school level in accounting, finance or related field from an accredited college or university may be substituted for the experience requirement where one academic year equals nine months of experience.

REQUIRED CLEARANCES

This position is classified as a non-executive, high-sensitive position within the judiciary. The successful applicant will be required to submit to a mandatory background investigation (including references, criminal history/fingerprinting, and credit history). Employment will be considered provisional pending the successful completion of an Office of Personnel Management background investigation. Retention will depend upon a favorable suitability determination of the investigation.

BENEFITS

Paid annual and sick leave, Retirement benefits under the Federal Employees Retirement System (FERS), Thrift Savings Plan (401K styled) with employer matching contributions, Health benefits under the Federal Employees Health Benefits Program (FEHB), Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP), Life Insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement.

ADDITIONAL INFORMATION/CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or eligible to work in the United States.

Applicants selected for interviews will be required to travel to the designated location at their own expense.

The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

The incumbent will be subject to a six month probationary period.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

HOW TO APPLY

Qualified applicants should submit a complete applicant's packet which includes:

- Letter of Interest
- Detailed resume including three professional references (letters not required)
- Completed Application for Judiciary Employment, form AO-78 available at <https://www.uscourts.gov/forms/AO78.pdf>.

Applicant's packets must be **received** by the closing date to be considered. E-mail packet to ndd_jobs@ndd.uscourts.gov or mail to:

Clerk, U.S. Bankruptcy Court
Attn: Ginger Elless, Administrative Officer
655 1st Ave. No., Suite 210
Fargo ND 58102

The U.S. District Court and the U.S. Bankruptcy Court for the District of North Dakota are Equal Opportunity Employers.