



**Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California**

Job Announcement 18-11

Position:	Financial Administrator
Location:	San Francisco, CA
Classification Level/Salary:	CL-28 (\$70,866 - \$115,157) CL-29 (\$84,242 - \$136,974) Depending on qualifications. CL-28 has promotion potential up to CL-29 at the discretion of the Circuit Executive without further competition.
Closing Date:	Open until filled; priority given to applications received by November 23, 2018

Organization

The Office of the Circuit Executive provides policy development and administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; (4) the Circuit Executive and (5) as requested, to the federal courts and other court units within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, CA, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. This position reports to the Deputy Circuit Executive.

Major Duties and Responsibilities

1. Performs and manages all aspects of finance, budget, contracting and procurement, which includes oversight of financial and administrative functions, services and systems, practices, policies, and procedures for the Office of the Circuit Executive.
2. Serves as a first-line supervisor over two financial employees. Directs, develops, and mentors staff involved in financial, budget, and procurement, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Performs thorough quality checks and approves the efficiency and effectiveness of the work of the unit. Identifies issues and resolves disputes. Maintains accurate documentation and statistics. Establishes work procedures, conducts unit meetings, provides information, and delegates work fairly and consistently. Ensures employees receive process and procedural training, including training on policies, procedures, and internal controls.
3. Manages the annual budget and non-appropriated budgets in a decentralized budgeting environment. Remains current on applicable program requirements, updates, and changes. Reviews and certifies vouchers for payment of appropriated funds. Monitors spending to identify problem areas and makes necessary changes. Collaborates with members of management on budget and organizational issues. Advises managers and unit executives on staffing costs and cost projections, and related issues. Participates in strategic planning and provides advice to help achieve court unit goals.
4. Contributes to the development and maintenance of the Internal Controls Manual (ICM), and ensures proper separation of duties to prevent errors and detect potential fraud.
5. Assists the unit executive by overseeing and managing the Office of the Circuit Executive budget on a day to day basis including planning, estimating, reprogramming, projecting, monitoring, and reporting status of funds. Ensures the funds are never exceeded in accordance with the Anti-Deficiency Act. Advises the unit executive of any unusual or critical budget funding, special situations or potential shortfalls and suggests possible solutions. Makes budgetary recommendations within allotments and coordinates budget operations, as required, with the AO Finance & Budget Division. Reviews accounting records of each functional area allotment, reprograms funds, and reconciles accounts. Keeps program managers informed of current funding within their programs.
6. Prepares specifications, solicitations, and requests for quotes/proposals. Monitors contracts and ensures compliance with terms that best meet office requirements and needs. Prepares necessary renewals of service agreements. Oversees the procurement of goods, supplies, and services. Handles property and property management issues. Ensures inventory lists and annual reconciliations are completed according to policies and ICM.

7. Performs as Contracting Officer and as Payment Certifying Officer.
8. Ensures that employees are kept informed of regulations and procedures issued by the Administrative Office relating to functional areas of responsibility.
9. Complies with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts. Demonstrates sound ethics and good judgment at all times.

Education/Experience

Education: A bachelor's degree from an accredited college or university in a related field of academic study, such as Accounting, Business Administration, Finance, or Economics. Master's degree and/or Certified Public Accountant (CPA) license preferred.

Experience:

- At least three years of management or oversight experience serving in a leadership role.
 - A minimum of six years of progressively responsible financial, budgetary, administrative, professional, or legal experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position is required.
 - **Grade CL-28:** two years of specialized experience* including at least one year equivalent to work at the CL-27; or completion of a master's degree or two years of graduate study in an accredited university in finance, business, or public administration.
 - **Grade CL-29:** two years of specialized experience*, including at least one year equivalent to work at the CL-28.
- * *Specialized experience is defined as progressively responsible experience in at least one but preferably two or more 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.*

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial transactions (such as travel expense reimbursement, payment for procured goods and services). Thorough knowledge of basic accounting principles, internal controls, and separation of duties.
- Knowledge of government accounting practices, procedures, and principles. Thorough knowledge of financial systems and how to use automated systems to perform day-to-day activities.
- Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations.
- Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to recognize and troubleshoot errors and their probable causes.
- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.
- Comprehensive knowledge of the purpose and processes related to budget decentralization to include allotments. Knowledge of the court's processes and practices related to budget planning, execution, and funds management.
- Knowledge of federal appropriation law, judiciary regulations, and the Guide to Judiciary Policies and Procedures. Skill in independently analyzing and reviewing accounts. Ability to independently analyze financial operations and develop recommendations for improvements.
- Knowledge of court operations and functions.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide financial information and reports in an understandable format. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.
- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first 3 years, increasing to 20 days after 3 years and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance and Federal Employee Group Life Insurance
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- This position is considered "high sensitive" and the selected applicant must undergo an Office of Personnel Management (OPM) background investigation. Selected applicants are hired provisionally pending the results of a full background investigation and fingerprinting. In addition, incumbent will be required to provide updated background investigations every five years.
- This position requires electronic deposit of salary payment.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, 3 references, and salary history as a **single PDF file** by e-mail to personnel@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
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The United States Courts are EQUAL OPPORTUNITY EMPLOYERS and committed to equity and inclusion in its hiring practices.