

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

**Position Title: Financial
Manager**

Announcement Number: 2017-1

Location: Tyler, Texas

Grade Range: CL 28 - 30

Salary Range: \$57,726 with
promotion potential to \$131,854

*depending upon qualifications
and experience



U.S. District Court, EDTX

Human Resources

211 W. Ferguson Street

Tyler, Texas 75702

Opening Date: February 15, 2017

Closing Date: March 5, 2017, or
until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is accepting applications for a **Financial Manager**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. Assignment of the position is in the Tyler office.

POSITION OVERVIEW:

The Financial Manager ensures compliance with the *Guide to Judiciary Policy* and other applicable accounting rules and best practices and performs and coordinates administrative, analytical, technical and professional work related to financial and accounting activities of the court. This position provides support for the entire district regarding financial matters and is responsible for the financial operation of the court. The Financial Manager provides guidance to other financial specialists within the district and serves as manager over finance department employees. This position will act in an advisory capacity regarding complex and sensitive financial matters.

REPRESENTATIVE DUTIES:

- Formulate, evaluate and implement policies, procedures and protocols related to financial and budgetary operations and execution within the court. Advise managers, executives and/or judges on court financial matters and serve as project manager on special financial initiatives. Provide guidance and assistance to other agencies within the district on financial matters.
- Maintain, reconcile and analyze accounting records, consisting of a cash receipts journal, registry fund and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine and analyze a variety of regular and non-standard reports as requested by the 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.

- Research and analyze financial questions, problems, trends and areas for efficiency/improvement attributed to the data being developed. Conduct work measurement and work productivity studies related to financial activities and prepare reports. Recommend and implement improvements based on research analysis and work measurement studies.
- Perform reviews to ensure that the court is 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 court's internal controls manual and coordinate and perform 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 court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management.
- Employ 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.
- Manage and develop employees involved in financial activities, including assigning and reviewing work, evaluating performance and recommending disciplinary actions. Develop and conduct employee performance evaluations. Supervise, delegate and prioritize workload. Identify issues and resolve disputes.
- Ensure that all orders of the court involving the registry fund account are carried out promptly and accurately and perform the requisite accounting for the same.
- Maintain control over the ordering, distribution and accountability of official forms, reports, receipts and checks, as well as other non-monetary items placed within the court, such as bonds, titles and deeds. Maintain files on all matters pertaining to the financial activity of the court.
- Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters. Discuss complex and sensitive financial matters with judges, unit executives, managers and court staff.
- Occasional travel is required.

QUALIFICATIONS:

- A bachelor's degree in accounting, finance, business administration, or a related field is preferred. Significant experience in finance or accounting may be substituted for a bachelor's degree. CPA certification may be substituted for federal judiciary finance experience. Complete working knowledge and understanding of Financial Accounting System for Tomorrow (FAS4T) and Judiciary Integrated Financial Management System (JIFMS).
- Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential.
- Demonstrated ability to exhibit the quality of judgment and temperament required of an officer of the judiciary, as indicated by integrity, trustworthiness and character.
- Demonstrated experience managing people in a district court environment. The ideal candidate will have five or more years' experience successfully managing team members in a financial environment.
- Demonstrated knowledge of judiciary policies, practices, regulations and terminology related to court administration of financial reporting and transactions. Demonstrated knowledge of government accounting practices, procedures and principles, including internal controls and separation of duties.

- Demonstrated knowledge of the accounts, procedures and applicable financial automated systems of the judiciary.
- Demonstrated skill and accuracy in working with numerical calculations. Demonstrated ability to understand relationships among accounts and how financial procedures relate to the overall business of the court.
- Demonstrated knowledge of the overall fiscal reconciliation process. Demonstrated skill in preparing financial reports, monitoring and reconciling accounts, ledgers, invoices, vouchers and records of payment.
- Demonstrated knowledge of federal appropriation law, Administrative Office reporting requirements, judiciary regulations and the *Guide to Judiciary Policy*. Demonstrated skill in researching, analyzing and resolving financial operational problems.
- Demonstrated skill in the use of automated equipment including Windows, Word, Excel and the case management electronic case filing system (CM/ECF).
- Demonstrated knowledge of court operations and functions. Must possess thorough knowledge of Administrative Office audit policies, procedures and standards.
- Demonstrated ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in understandable format. Demonstrated ability to relay complex information and policies simply and effectively to individuals with varying levels of knowledge.
- Demonstrated skill in providing excellent customer service.
- Demonstrated skill in solving complex financial problems.
- Demonstrated ability to exhibit the quality of judgment and temperament required of an officer of the judiciary, as indicated by integrity, trustworthiness and character.

BENEFITS AND CONDITIONS OF EMPLOYMENT

- Paid annual and sick leave; ten paid holidays per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans.
- Dental and vision insurance plans.
- Long-term care insurance and flexible spending account program.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K), with employer matching contributions.

Must be a U.S. citizen or a permanent resident seeking citizenship. Excepted service appointments are “at will” and can be terminated with or without cause by the court. The selected applicant will be hired provisionally pending the results of a background investigation, including an FBI fingerprint and criminal record check and is subject to a six-month probationary period. Employees of the court are subject to the Judicial Code of Conduct. Electronic Fund Transfer for payroll deposit is required.

HOW TO APPLY:

Qualified applicants should send a **cover letter (including a narrative statement of your background)**, a **Judicial Branch Federal Employment (AO 78) application** and a **resume**. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a **single pdf** with the reference number (2017-1) in the subject line via e-mail to: hr@txed.uscourts.gov

Completed application packages must be emailed no later than Sunday, March 5, 2017. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Finalists for the position may be required to take proficiency tests. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.