



U. S. District Court
Southern District of Mississippi

FINANCIAL MANAGER
Vacancy Announcement MSSD-2022-06

POSITION

FINANCIAL MANAGER

LOCATION

Jackson, Mississippi

SALARY/TARGET

CPS CL 29

Based on the 2022 salary table, the entry level salary range is \$75,493 to \$94,373 (actual salary dependent on relevant experience and qualifications)

POSITION AVAILABLE

February 27, 2023

**APPLICATION
CLOSING DATE**

October 14, 2022

ANNOUNCEMENT

MSSD-2022-06

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

POSITION OVERVIEW

The United States District Court for the Southern District of Mississippi is seeking a senior level manager to serve as the Financial Manager. This is a supervisory position. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by the incumbent.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Supervise employees involved in financial activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions.
- Oversee the day-to-day accounting and financial functions of the court, at the direction of the Clerk of Court and/or Chief Deputy.
- Oversee the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the court.
- Ensure completion of accounting for all monies paid into the court including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bail bonds, etc., and refunds and reimbursements to appropriations.
- Review the classification of accounting transactions relating to the court in accordance with regulations issued by the Department of Treasury and by the Administrative Office of the United States Courts. Perform bank and Treasury reconciliations.
- Prepare reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials as necessary.
- Assist in representing the court in both oral and written responses to financial questions.
- Ensure that all orders of the court involving the registry fund account are carried out promptly and accurately, and perform the requisite accounting for same.

- Assist in the development and oversight of the court's system of internal controls to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud.
- Maintain files on all matters pertaining to the financial activity of the court.
- Review and approve all vouchers related to various expenses submitted by the court, district staff units, and other judiciary units, for propriety of payment and proper classification of the funds disbursed.
- Work with financial staff to ensure the proper preparation of paperwork for disbursement of monies by the clerk and other assistant disbursing officers to pay various bills.
- Ensure collateral has been posted before registry funds are deposited. Assist with notifying the U.S. Attorney's Office and Probation Office of the collection of fines, special assessments, penalties, and restitution payments by defendants, as required.
- Make recommendations for improvements of the overall effectiveness of financial management in the court, including the implementation of new improved methods, systems, and procedures.
- Train all employees having financial responsibilities and duties.
- Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Communicate clearly and effectively, both orally and in writing, to explain complex financial and budgetary concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
- At the direction of the Clerk or Chief Deputy, discuss complex and sensitive matters with judges, managers, unit executives, and court staff.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements, including handling confidential information in a variety of contexts.
- Demonstrate sound ethics and good judgment at all times.

EDUCATION AND QUALIFICATIONS

PREFERRED QUALIFICATION: A bachelor's degree in accounting, business or a related field is preferred.

GENERAL EXPERIENCE: Demonstrate knowledge of generally accepted accounting principles, cost accounting, and government accounting standards. Exhibit knowledge of Chapter 13, Finance and Budget, of the Guide to Judiciary Policy, as well as Treasury regulations. Display knowledge of Administrative Office financial, budget, and audit procedures. Demonstrate knowledge of government laws, policies, practices, regulations, and terminology related to court administration of financial reporting, procurement processes, and financial transactions (such as trustee payments, payment of Criminal Justice Act panel attorneys, travel expense reimbursement, victim restitution, criminal debt management, payment for procured goods and services). Understand the accounts, procedures, and applicable financial automated systems of the judiciary. Display knowledge of procurement processes and procedures as they relate to the federal judiciary. Demonstrate knowledge of approved investment vehicles and skill in assessing prudent and appropriate investments. Exhibit skill in preparing financial reports. Display the ability to analyze financial operations to develop and recommend improvements.

The successful applicant must consistently perform all duties of the office in a professional and friendly manner and must reside within reasonable daily commuting distance of the Thad Cochran United States Courthouse in Jackson, Mississippi.

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under “Excepted Appointments” and are considered “at-will” employees and can be terminated with or without cause at any time, with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- **The successful candidate is required to undergo a high-sensitive FBI background investigation. Selectee may be appointed provisionally with retention dependent on a favorable employment suitability determination based on the FBI background investigation. Selectee will be subject to background reinvestigations every five years.**
- The Court requires employees to adhere to the Judicial Code of Ethics and Conduct, which is available for review upon request.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.
- The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 11 paid holidays
- Paid sick and annual leave
- Medical insurance options under the Federal Employees Health Benefits (FEHB) program (requires employee contribution)
- Life insurance benefits under the Federal Employees Group Life Insurance (FEGLI) program (requires employee contribution)
- Retirement benefits, including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Supplemental dental and vision benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

APPLICATION PROCESS

Qualified applicants should submit the following documents as a single PDF file:

- A cover letter and resume of qualifications, education and employment experience, including references;
- A completed Application for Judicial Branch Employment (AO 78), which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Applications may be submitted via email, hand delivery or mail, as follows:

via email (preferred) to:

hr_manager@mssd.uscourts.gov
(subject: Financial Manager – MSSD-2022-06)

Please note: When submitting via email, documents should be submitted as a single PDF document.

By mail or hand-delivery to:

Arthur Johnston, Clerk
U.S. District Court, Southern District of Mississippi
501 E. Court St., Suite 2.500
Jackson, Mississippi 39201

MARK ENVELOPE CONFIDENTIAL – MSSD-2022-06

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.