

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Financial Manager

POSITION TYPE: Full-time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #20-05

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 29-30 (Salary \$81,258 – 156,064)

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. Promotion to higher level is dependent on the needs of the office, assigned work duties and individual performance.

OPENS: February 19, 2020

CLOSES: Open Until Filled

{Preference if received by March 18, 2020}

The U.S. District Court Clerk's Office currently is accepting applications for a full-time Financial Manager. This position reports to the Chief Deputy Clerk and is responsible for professional and managerial work related to supervision and oversight of all aspects of the financial functions of the court, ensuring accuracy and completeness of data, and quality of service.

Representative Duties:

- Manage, develop, and mentor staff involved in financial activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the department. Perform thorough quality checks and approve the efficiency and effectiveness of the work of the unit. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Establish work procedures, conduct staff meetings, provide information, and delegate work fairly and consistently. Oversee work products and processes and provide guidance as required. Ensure employees receive process and procedural training, including training on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.

- Manage and oversee the day-to-day accounting and financial functions of the court. Maintain and analyze accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the court. Perform 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. Classify all 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. Represent the court in both oral and written responses to financial questions.
- Develop and maintain a system to provide for the appropriate investment of registry funds. 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.
- Develop and maintain a 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.
- Oversee the review of 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. Disburse funds to pay various bills.
- Assure collateral has been posted before registry funds are deposited. Notify 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. Initiate and maintain a comprehensive training program for 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. Facilitate, mediate, and negotiate 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

Mandatory Qualifications/Requirements:

- An undergraduate degree from a college or university of recognized standing and a minimum of ten years post-graduate experience. At least three years of that experience must be in the court system, federal district court preferred, or in a legal work environment. At least three of the ten years of experience must have been in a position with substantial management and supervisory responsibility.
- Overall experience should include progressively responsible work assignments in an administrative, technical, professional, supervisory and managerial capacity 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) thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the office.
- Proficiency in the use of automated equipment and software including word processing and spreadsheet applications, requisite court computer programs, automated case management systems, financial records

management systems and related databases and applications. Ability to apply knowledge of applicable software and web-based applications and utilize them effectively to meet operational and project goals. Working knowledge of Microsoft Office and CM/ECF.

- Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential. The successful candidate must have strong leadership qualities and initiative and be able to manage change and articulate management priorities. An ability to identify and resolve problems, to work effectively with both individuals and teams, and to interact courteously and professionally with high-level officials is also required. Person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines.

The selected candidate should also have the following:

In-depth knowledge of federal and local rules, court policies, and procedures, and an understanding of legal terminology. Demonstrated proficiency in problem solving, trouble shooting, and identifying alternative solutions. Demonstrated ability to make timely and effective decisions. A clear understanding of federal court and unit operations, roles, functions, and organizational structure, culture and dynamics is essential. Demonstrated knowledge of supervisory and employee management principles, and an understanding of performance management processes and principles, as well as employee rights, protections, and avenues of appeal. Demonstrated ability to use mediation and problem-solving skills when managing conflicts in the workplace.

A commitment to public service is essential. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications: A graduate degree from an accredited university in a field such as business or public administration, finance, accounting, political science, criminal justice, law, management, or other related academic discipline.

Judiciary-Specific Qualifications: For current Judiciary employees, promotion to or placement at the CL-29 level requires at least one-year experience equivalent to work at the CL-28 level. Promotion to or placement at the CL-30 level requires at least one-year experience equivalent to work at the CL-29 level.

FBI Background Investigation:

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)

- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

How To Apply:

Submit all of the following documents as **one pdf**:

1. A cover letter of interest and narrative statement that addresses qualifications, relevant experience and management style or philosophy,
2. A current resume,
3. A list of three (3) professional references, including current contact information; and
4. A completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

**United States District Court
Attn: Human Resources
Vacancy #20-05
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #20-05, Financial Manager** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application forms (AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more

than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER