



UNITED STATES COURT OF APPEALS

District of Columbia Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Position Title: FINANCIAL ADMINISTRATOR

Announcement No.: USCA-24-01 (Amended)

Salary Range: \$66,197 - \$128,992 (CL 27/01 - CL 28/61), *depending on qualifications.*
This is a full-time position.

Position Location: Washington, D.C.

Opening Date: February 27, 2024

Closing Date: **Open Until Filled – To ensure consideration, submit application as soon as possible.**

POSITION SUMMARY: The Office of the Clerk is seeking a highly qualified individual with excellent financial management skills to serve as Financial Administrator. The incumbent performs and coordinates administrative, analytical, technical, and professional work related to financial and accounting activities of the Court. The Financial Administrator ensures the Court's compliance with internal controls and regulations affecting financial processes and their interaction with other court processes.

RESPONSIBILITIES:

- Assists with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and execution within the unit and court. Provides guidance and assistance to other units within the circuit on financial matters.
- Maintains, reconciles, and analyzes accounting records, consisting of a cash receipts journal and deposit fund, as well as subsidiary ledgers for fiscal records. Reviews and performs accounts payable and accounts receivable duties. Responsible for the accuracy and accountability of monies received and disbursed by the Court. Prepares, updates, examines, and analyzes a variety of regular and non-standard reports. Designs, develops, and maintains spreadsheet formats and programs for analyzing financial information.
- Recommends reprogramming actions to cover projected travel account shortfalls.
- Serves as the Court's Travel Coordinator. Reviews travel vouchers for completeness, accuracy, valid expenses, and proper accounting codes prior to entering the payment information into the financial system. Performs monthly reconciliation of travel obligations charged to the Court's centrally billed accounts.
- Assists with research and analysis of financial questions, problems, trends, and areas for efficiency/improvement attributed to data being developed and responds or prepares written correspondence, as required. Assists with work measurement and work productivity studies related to financial and associated activities and prepares reports.

- Performs reviews to ensure that court units are in compliance with Judiciary policies, internal controls, and accounting principles. Prepares documents to identify findings and develop written recommendations for changes. Maintains and updates the Court's internal controls manual and coordinates and participates in audit activities.
- Reviews Criminal Justice Act (CJA) vouchers for accuracy and completeness. Conducts procedural compliance audits of vouchers submitted for payment and compliance review of authorization requests. Instructs attorneys on CJA guidelines and system requirements.
- Reviews vouchers for payments related to expenses incurred by the Court. Responsible for files and documents related to monetary aspects of case management. Collaborates with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record keeping.
- Oversees the work of and trains financial support staff, including assigning, monitoring, prioritizing, and reviewing work product.
- Uses a variety of manual and automated accounting systems and cash management tools. Assists and trains other court employees in the use of these systems and tools.
- Serves as a backup administrator of the Court's Transit Subsidy Program/SmartBenefits Program.
- Performs all other duties as assigned.

QUALIFICATIONS:

Highly skilled in general accounting and auditing principles and practice. Exceptionally well-organized, meticulous, and capable of applying information technology toward using accounting systems and managing financial records. Good judgment in applying and interpreting policies, procedures, and regulations. The ability to handle a high volume of work and establish priorities is essential. Demonstrated experience in developing and fostering the interpersonal work relationships needed to lead a team of employees. Knowledge, skill, and experience with multiple automated office systems. Effective communication skills (verbally and in writing) with judicial officers and their staffs.

At least two years of specialized experience is required. Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration. A bachelor's degree from an accredited four-year college or university is preferred.

COURT PREFERRED SKILLS:

- Current U.S. Courts experience, preferably in finance, personnel, or procurement.
- Detailed knowledge of accounting procedures, automated equipment, and financial software used in the federal judiciary.

REQUIREMENTS:

- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.

- The successful candidate is subject to a background investigation and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.

To learn about the Judiciary's benefits, go to <https://www.uscourts.gov/careers/benefits>.

To apply, email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), VacancyFinancialAdministrator@cadc.uscourts.gov. Please include the vacancy announcement number (USCA-24-01) in the subject line.

Due to the large volume of applications, the Court will send a letter regarding the status of an application only to those candidates scheduled for interviews. *When the position is filled, a notice will be placed on the Court's internet site.*

The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.