

UNITED STATES DISTRICT COURT
Southern District of Indiana - Indianapolis Division
Vacancy Announcement 21-08

Position Title: **Financial Administrator**

Terms of Employment: Full-time, Excepted Service

Salary Range: CL 28 (\$62,507 - \$101,581), depending on qualifications
Potential salary progression to CL 29 (\$74,310 - \$120,820)
without further competition

Position Location: Indianapolis, Indiana

Closing Date: April 28, 2021 or until filled

The United States District Court for the Southern District of Indiana is one of two federal judicial districts in the state of Indiana. As a unit within the Southern District of Indiana, the Clerk's Office is committed to providing the highest quality of service to the Judges, the Bar, litigants, and the public in a work environment that fosters collegiality, personal and professional development, and fairness and equity among all staff members. Currently, the Clerk's Office is accepting applications for a full-time Financial Administrator. This position is an executive level, management position responsible for management and oversight of day-to-day operations of the Finance Department. The Financial Administrator supervises the other staff in the Finance Department. The position reports to the Clerk of Court and the Chief Deputy Clerk.

REPRESENTATIVE DUTIES:

- Provides support regarding financial matters and ensures compliance with internal controls and regulations of the court.
- Responsible for daily financial functions. Maintains and analyzes financial records to ensure all funds deposited into or disbursed from the U.S. Treasury, including the court's Registry fund, are in compliance with policies.
- Manages month-end, quarterly, and year-end financial reporting.
- Responsible for safekeeping, depositing, accounting, and reporting of monies received by the Court.
- Develops recommendations regarding procedures for improvement and assists with policy development regarding financial matters.
- Performs reviews to ensure compliance with the *Guide to Judiciary Policy*, internal controls, and Generally Accepted Accounting Principles (GAAP).
- Supervises, trains, and evaluates the financial staff. Assigns and approves work functions, advises and assists financial staff with work and projects in progress.
- Performs thorough quality control checks to ensure accuracy and improve the efficiency and effectiveness of the Financial Department.

- Reviews payment vouchers for accuracy before payments are approved for disbursement.
- Processes unavailable check cancellations and limited payability cancellations.
- Manages unclaimed funds.
- Coordinates the 1099 information returns process.
- Reconciles daily receipts accepted through Pay.gov and over-the-counter payments.
- Acts as the credit card coordinator.
- Oversees travel regulations and reimbursements.
- Serves as back up for budget management in the absence of Budget/CJA Analyst.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

To qualify for this position the applicant must be a high school graduate or equivalent. A minimum of two years of specialized experience in financial management or accounting is required. Applicants must be detail-oriented, possess excellent problem-solving skills, and have the ability to work with multiple software applications in a fast-paced environment.

Dependability is a critical characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing.

To qualify for the CL-28, the candidate must possess a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-27 level.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in a related field from an accredited college or university
- Prior federal judiciary experience with detailed knowledge of accounting procedures and financial software used in the judiciary
- Supervisory experience
- Knowledge of legal terminology, federal court processes, and functions of the court

APPLICATION INSTRUCTIONS:

Submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- [AO 78 Application for Judicial Branch Federal Employment](#) (linked here); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to: HRsubmit@insd.uscourts.gov **no later than 4:00 pm eastern time, Monday, April 28, 2021**. The subject line should note the applicant's name and contain the words Financial Administrator.

SELECTION PROCESS:

Due to the anticipated volume of applications, the court will only communicate with those qualified applicants who will be invited for personal interviews, and only applicants who are interviewed will receive a response regarding their application status. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States (*i.e.* permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire). Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

The Court is an Equal Opportunity Employer. This job is classified as a high-sensitive position due to fiduciary responsibilities. The selected candidate must successfully complete a ten year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.

BENEFITS:

Employees of the United States District Court are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Part-time employees' benefits may be pro-rated based on coverage and/or cost-sharing of premium. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Credit for prior government service
- Paid annual and sick leave and applicable paid holidays per year pro-rated for part time employment