



UNITED STATES DISTRICT COURT District of New Mexico

Honorable M. Christina Armijo, Chief Judge
Matthew J. Dykman, Clerk of Court

Office of the Clerk

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Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 16-ABQ/AS-2

ANNOUNCEMENT DATE:	August 12, 2016
CLOSING DATE:	September 2, 2016 or until filled
POSITION:	Financial Services Supervisor
STARTING LEVEL/SALARY:	CL 28/Step 1 to CL 29/Step 61 \$56,806 to \$109,820 <i>Depending on Qualifications, Target grade CL29</i>
HIRING BONUS:	Recruitment or relocation bonus available
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

The US District Court is seeking an exceptional individual to join us in the important work of ensuring equal justice under the law. The Financial Services Supervisor is responsible for the financial management functions of the Clerk's Office and the administrative and technical supervision of financial staff. This position reports to the Chief Deputy for Administrative Services. As a member of the management team, the incumbent participates in the strategic planning for the Clerk's Office, develops and justifies the annual Clerk's Office budget and associated spending plan, develops policy regarding financial matters, and maintains oversight of funding allotments and associated spending. The incumbent is also responsible for the administration of the automated financial systems for all court units within the District of New Mexico, and ensures compliance with the appropriate guidelines, policies, and internal controls.

DUTIES AND RESPONSIBILITIES

- ◆ Supervise, delegate, and prioritize workload of financial staff. Provide administrative oversight for subordinates' time and leave requests. Establish performance standards and prepare and conduct performance appraisals. Recommend personnel actions such as appointments, promotions, reassignments and disciplinary actions. Implement staff procedures and conduct staff meetings. Inform and train staff on policies, procedures, and goals related to financial management and the court as a whole.

- ◆ Perform the full range of review and analysis involved in the formulation, presentation, and execution of the Clerk's Office operating budget and other financial management activities. Convey budget needs and financial objectives to appropriate agencies and the Administrative Office of the United States (AO) as needed. Monitor, review, and analyze the expenditure of funds.
- ◆ Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary, financial, and procurement information. Interpret and apply financial management guidance, supplemental guidance, and instructions.
- ◆ Ensure appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Ensure that the Internal Controls Manual and other financial manuals are updated and accurate.
- ◆ Oversee the day-to-day accounting and financial functions of the court. 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 that financial reports are accurate and submitted to the appropriate parties timely.
- ◆ Perform yearly internal audits and periodic random cash audits to ensure compliance with Judiciary policies and procedures, internal controls, and generally accepted accounting principles. Support and coordinate cyclical and ad hoc audits initiated by the AO. Prepare documents identifying findings and develop written recommendations.
- ◆ Ensure court management, judges, and staff are kept informed of current regulations and procedures relating to budget, financial matters, procurement, and travel.
- ◆ Act as the district's security administrator for all accounting systems to ensure proper separation of duties. Act as program coordinator for the court's purchase and government travel cards.
- ◆ Perform other duties, as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Supervisory positions require a combination of technical experience related to the work being supervised, and professional or supervisory experience related to leading a team of employees to accomplish the work of the unit.

To qualify for a supervisor position, an individual must:

- ◆ Meet the job qualification standards applicable to positions for the highest level of work effectively supervised;
- ◆ Have specialized experience that included progressively responsible experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic principles and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and

To qualify for a CL28, incumbent must have at least one year experience at or equivalent to

work at a CL27; to qualify for a CL29, one year experience at or equivalent to work at a CL28.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Candidates should possess strong leadership, organizational, project management and people skills, good judgment, tact, initiative, and strong communication skills.
- ◆ Strong knowledge of generally accepted accounting methods and principles, cost accounting, and budget management is required.
- ◆ Strong skills in the use of automated systems, websites and applications used by the court to research and process a variety of financial information and transactions (e.g., spreadsheet and word processing applications, financial applications) are required.

COURT PREFERRED QUALIFICATIONS

- ◆ A bachelor's or advanced degree from an accredited college or university in accounting, business, finance, or other closely related field is preferred, as is a Certified Public Accountant (CPA) license.
- ◆ A minimum of one year of supervisory or management experience directing the work of others within a distinct organizational unit is preferred.
- ◆ Familiarity with federal court budget, finance, and procurement functions and associated applications (FAS4T, JIFMS, eVoucher, spending plans, etc.) is also preferred.

HIRING BONUS

Qualified candidates may be eligible to receive either a recruitment bonus (new appointees only) or a relocation bonus (for current federal employees who must relocate to a different geographic area to accept the position). The bonus is calculated as a percentage of the individual's base pay, and payment is contingent upon the employee signing a service agreement (minimum of two years).

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.
- ◆ This is a high-sensitive position. Selectees are subject to a background check or investigation and subsequent favorable suitability determination and are subject to updated background investigations every five years. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.

- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).
- ◆ This position is subject to a one year probationary period.

BENEFITS

A generous benefits package is available to excepted employees, which may include

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave accrued in varying amounts based on length of service, starting with 13 days per year for the first 3 years of service
- ◆ Paid sick leave in the amount of 1 hour for every 20 hours in pay status
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS), including participation in the Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must **email a cover letter with three references, an *AO-78 (*Federal Judicial Branch Application for Employment*) and résumé to usdcjobs@nmcourt.fed.us.**

* The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE "FINANCIAL SERVICES SUPERVISOR" IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER