



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov/>**

VACANCY ANNOUNCEMENT

October 9, 2020

Vacancy Announcement Number – 20-21

Finance and Procurement Manager

Duty Station – Columbus Courthouse – 85 Marconi Blvd. – one vacancy

Salary: CL 29-30 (\$75,537-\$145,077)

Promotion potential without further advertisement for CL 30

**Open until filled with first preference given to complete applicant packets received by:
Thursday, November 5, 2020 at 11:59 p.m.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO 78 (2/20), available on the court website.

The Finance and Procurement Manager supervises the Finance and Procurement Departments. The incumbent ensures compliance with appropriate statutes, regulations, guidelines, policies, and internal controls. The incumbent reports to the Chief Deputy Clerk.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-four Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Supervise Finance and Procurement Departments, including assigning and reviewing work and evaluating performance. Monitor cross training. Implement staff procedures and conduct staff meetings. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, discipline, and separations. Coordinate staff training to ensure that required certifications are met and maintained.
- Oversee the day-to-day accounting, financial, and procurement functions of the court. Oversee the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, including fees, fines, restitution, penalties, and forfeitures, money paid pending the outcome of litigation, court, and the Administrative Office of the United States Courts guidelines. Oversee the preparation of reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials.
- Work with court agencies in providing and obtaining information and resolving matters. Make recommendations for improving the court's financial management, including methods, systems, and procedures.
- Assist in the development and oversight of internal controls including audit processes to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud.
- Oversee the creation of accurate, reliable, and user-friendly manuals, handbooks, job aids, web content, and other training materials.

- Assess staff training needs, analyzing difficulties and knowledge gaps. Assist in the initiation and maintenance of a comprehensive training program for all employees having financial and procurement responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Oversee the review of all vouchers, the preparation of paperwork, and the disbursement of monies.
- Respond to requests and answer procedural questions from judges, management, and staff. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgement at all times. Handle confidential and sensitive information appropriately.

REQUIRED QUALIFICATIONS:

- An undergraduate degree from a college or university of recognized standing and a minimum of ten years of post-graduate experience. At least three years of that experience must be in a 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.
- Candidates must possess a minimum of six years of previous work experience including professional, administrative, technical, supervisory, or management experience that provided an opportunity to gain skill in developing interpersonal work relationships required to lead employees, the ability to exercise mature judgement, and knowledge of concepts of management, and the ability to understand the managerial policies applicable to the United States District Court. Must possess outstanding leadership, organizational, project management, and human relations skills, as well as excellent written and oral communication skills.
- 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.
- 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. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

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.
- Prior financial, budget, or procurement experience in a federal court and working knowledge of JIFMS is highly desired.
- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business or related field.
- Working knowledge of CM/ECF.

Benefits:

Please review the extensive federal benefits on the United States Courts website:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment:

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

How to apply:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.

Travel and relocation expenses will not be reimbursed.

The U.S. District Court reserves the right to amend or withdraw any job announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.