



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

VACANCY ANNOUNCEMENT

November 9, 2022

**Vacancy Announcement Number – 22-22
Financial Supervisor – Full-Time, Permanent
Duty Station - Columbus**

Salary: CL 27 - 28 (\$55,014 - \$107,196)

Salary commensurate with qualifications and experience.

Appointment at CL 27 has future promotion potential to CL 28 without further advertisement.

**Open until filled with first preference given to complete applicant packets received by:
Sunday, November 27, 2022, 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 Employment (AO78) available on the court's website.

The Financial Supervisor performs and coordinates administrative, supervisory, analytical, technical, and professional work related to the financial, accounting, and budgetary activities of the court. The incumbent ensures the court's compliance with internal controls and regulations affecting financial and budget processes and their interaction with other court processes. The Financial Supervisor prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements, and assists with policy development regarding financial and budget matters. The incumbent serves as a supervisor over one or more financial employees, and reports to the Finance and Procurement Manager. Occasional travel is required. The office hours are typically 8:30 a.m. to 5:00 p.m. Additional working hours may be required based on operational needs.

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-seven 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 employees involved in financial activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. 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, and separations.
- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the unit and court. Advise managers, executives, or judges on court financial and budget matters and serve as project manager on special financial or budget initiatives. Provide guidance and assistance to other units within the district on financial and budget matters.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or

other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.

- Prepare the overall fiscal budget plan for review by the unit executive and the court. Perform data analysis and conduct modeling based on different operational scenarios. Manage the budget throughout the fiscal year. Recommend and perform reprogramming actions to cover projected account shortfalls.
- Research and analyze financial and budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and respond or prepare written correspondence, as required. Conduct work measurement and work productivity studies related to financial, budget, and associated activities and prepare reports.
- Perform reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes. Maintain and update the court's internal controls manual and coordinate audit activities.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Oversee and assist in the development of financial support staff. Coordinate any necessary training of both financial support staff and interdepartmental staff as to financial policies, procedures, and internal controls, such as cashier/receipting, reconciliation/deposit, and travel.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Assist in the management of the court's financial management systems, including periodic updates to existing systems, implementation of new programs, and authorized user account creation and monitoring.
- Other duties as required.

REQUIRED QUALIFICATIONS:

CL 27 level, at least two years of specialized experience, including at least one-year equivalent to work at the CL-26 level.

CL 28 level, at least two years of specialized experience, including at least one-year equivalent to work at the CL-27 level.

Position requires strong office and organizational skills, solid data entry and computer skills. Progressively responsible administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

- Ability to communicate financial information effectively (orally and in writing) with individuals and groups.
- Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to prepare financial reports in order to provide and exchange accurate and timely information with individuals within and outside the court.
- Skill in the use of automated equipment including Microsoft Word, Excel and Power Point, cash register, spread sheet and database applications, as well as financial and accounting systems.
- The ability to maintain confidentiality is essential.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of the rules, regulations, and terminology of financial administration.

PREFERRED QUALIFICATIONS/COURT PREFERRED SKILLS:

In addition to the minimum qualifications, the following are highly preferred: previous supervision experience within a finance unit within a federal court agency or other government entity; knowledge of judiciary automated systems,

including JIFMS, CCAM and CM/ECF; and completion of a Bachelor's degree in Accounting, Finance, Business or a related field from an accredited college or university.

Benefits:

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

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

Conditions of Employment:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements

www.uscourts.gov.

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 may be subject to periodic updates. Continued employment will be 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](#).

Applicant selected for employment will be required to complete a Southern District of Ohio COVID-19 Vaccination Status Attestation form upon hire.

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.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

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