

# UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA



## CAREER OPPORTUNITY

*The United States District Court for the Western District of Louisiana is accepting applications for the position of Financial Operations Supervisor*

<b>Position Title:</b>	<b>Financial Operations Supervisor</b>
<b>Location of Position:</b>	<b>Shreveport, Louisiana</b>
<b>Announcement Number:</b>	<b>16-WDLA-2</b>
<b>Closing Date:</b>	<b>March 4, 2016 (close of business)</b>
<b>Salary Range:</b>	<b>\$56,797 - \$109,801 (CL 28/29)</b>

*Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. If hired at CL 28, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition*

The Clerk of the U.S. District Court for the Western District of Louisiana is currently accepting applications for the position of Financial Operations Supervisor.

### POSITION OVERVIEW

This position is located in the Office of the Clerk. The Financial Operations Supervisor supervises a financial staff and performs work related to the financial functions of the court, ensuring accuracy and completeness of data, and quality of service. The incumbent serves as a first-line supervisor, and ensures compliance with the appropriate guidelines, policies, regulations, and internal controls.

### REPRESENTATIVE DUTIES

- Supervise employees involved in financial department, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. 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 records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- 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 completion of accounting for all monies paid into the court including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bonds, etc., and refunds and reimbursements to appropriations. Review the classification of

accounting transactions relating to the court in accordance with regulations issued by the Department of Treasury and by the Administrative Office of the U.S. Courts. Perform bank and treasury reconciliations. Prepare reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials as necessary. Assist in representing the court in both oral and written responses to financial questions.

- Assist in the development and maintenance of a system to provide for the appropriate investment of registry funds. Ensure that all orders of the court involving the registry fund account are carried out promptly and accurately, and perform the requisite accounting for same.
- Assist in the development and oversight of a system of internal controls to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud. Maintain control over the ordering, distribution, and accountability of official forms, reports, receipts, and checks, as well as other non-monetary items placed with the court, such as bonds, titles, and deeds. Maintain files on all matters pertaining to the financial activity of the court.
- Assist in the review of all vouchers related to various expenses submitted by the court, district staff units, and other judiciary units, for propriety of payment and proper classification of the funds disbursed. Work with financial staff to ensure the proper preparation of paperwork for disbursement of monies by the clerk and other assistant disbursing officers to pay various bills.
- Oversees preparation for and participates in annual internal audits and independent cyclical audits. Prepares response to audit findings and recommends action plan.
- Assist in ensuring collateral has been posted before registry funds are deposited. Assist with notifying the U.S. Attorney's Office and Probation Office of the collection of fines, special assessments, penalties, and restitution payments by defendants, as required.
- Make recommendations for improvements of the overall effectiveness of financial management in the court, including the implementation of new improved methods, systems, and procedures. Assist in the initiation and maintenance of a comprehensive training program for all employees having financial responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Attends conferences, training, and meetings as directed.
- Work with the Administrative Office of the U.S. Courts and other agencies regarding financial policies, requirements, and procedures.
- Travel is required.
- Perform all other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

At least three years of progressively responsible experience in a financial environment 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; knowledge of financial and automated systems; the ability to handle financial issues in a confidential manner; unquestionable integrity; excellent written and oral communication skills, including the ability to relay financial data clearly to non-financial personnel; superior interpersonal skills, with an ability to build, motivate, and lead a dynamic team; ability to problem solve and exercise mature and decisive judgment; must possess a professional and positive attitude; and be dependable and detail-oriented with superior organizational and analytical skills.

### COURT PREFERRED SKILLS/QUALIFICATIONS

Bachelor's degree in accounting, finance, or related field from an accredited college or university; knowledge of government accounting practices, procedures, and principles; three years of experience in a supervisory or managerial capacity; knowledge of legal terminology, federal court processes, and functions of the court.

### REQUIRED CLEARANCES

This position is classified as a non-executive, high-sensitive position within the judiciary. The successful applicant will be required to submit to a mandatory background investigation (including references, criminal history/fingerprinting, and credit history). Employment will be considered provisional pending the successful completion of a ten-year OPM background investigation. Retention will depend upon a favorable suitability determination of the investigation.

### HOW TO APPLY

Qualified applicants should submit a **complete** applicant's packet which includes:

- Letter of interest
- Detailed resume including three professional references (letters not required)
- Narrative statement that addresses management style or philosophy
- Example of a challenging management issue that you have encountered and describe how you resolve it
- Completed Application for Judicial Employment, form AO-78 available at

<http://www.uscourts.gov/forms/AO078.pdf>

Applicant's packets must be **received** by the closing date to be considered.

Please mail an original **and four copies** to U.S. District Court, Attention: Human Resources, 800 Lafayette St., Suite 2100, Lafayette, La 70501

### BENEFITS

Paid annual and sick leave, Retirement benefits under the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k styled) with employer matching contributions, Health benefits under the Federal Employees Health Benefits Program (FEHB), Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP), Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement

### ADDITIONAL INFORMATION/CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States.

Due to the volume of applications received, only applicants selected for an interview will be notified.

Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

The incumbent will be subject to a six month probationary period.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.