

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

VACANCY ANNOUNCEMENT  
13-WAW-09

NOVEMBER/DECEMBER 2013

**FINANCIAL ADMINISTRATOR**

Court Personnel System Classification Level: CL 27/28

Developmental Range Salary \$49,005 - \$73,420  
Full Performance Range Salary \$61,765 - \$95,477  
Depending upon experience and qualifications  
Additional promotional potential without further recruitment

*Position open until filled; preference given to applications received by December 1, 2013*

The U.S. District Court for the Western District of Washington is currently accepting applications for a qualified Financial Administrator. This position will be located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington; some travel to the Tacoma courthouse may be required.

The Financial Administrator performs and coordinates administrative, analytical, technical and professional work related to the financial and accounting activities of the court and is responsible for the financial operation of the court unit. The Financial Administrator ensures the court's compliance with internal controls, audit, and regulations affecting financial processes and their interaction with other court processes. The Financial Administrator prepares, updates, and analyzes a variety of accounting records and financial statements; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements, and assists with policy development regarding financial matters.

The successful candidate will be self motivated, articulate and detail oriented. This position requires professionalism, discretion, flexibility, initiative, and commitment. The financial administrator is part of a self directed team, works closely with a financial specialist and management, and interacts with outside agencies as well as the public.

**REPRESENTATIVE DUTIES:**

- Manage day-to-day operations of accounting functions. 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, and analyze a variety of regular and non-standard reports as requested by any court unit, the Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Develop and maintain a system to provide for proper investment of registry funds. Disburse funds from orders of payment and deposit monies received for criminal or civil cases in proper investment accounts.

- Monitor reports from the Federal Reserve Bank and the registry bank to maintain collateral for monies deposited in excess of Federal Deposit Insurance Corporation limits.
- Formulate, evaluate, and implement policies and procedures related to financial operations of the court. Assess existing financial processes, identify inefficiencies or opportunities for improvement and help design automated or paperless solutions.
- Ensure that appropriate internal controls for disbursement, transfer, recording and reporting of monies are followed.
- Research and analyze finance related questions, problems, trends, and areas for efficiency/improvement. Design, develop and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Conduct work measurement and work productivity studies related to finance and associated activities and prepare reports.
- Participate in internal audits to assure proper segregation of duties and to assist in the prevention of errors and the detection of areas of concern. Review internal controls to ensure adherence to guidelines and requirements by all court units.
- Provide a summary of audits to court unit executives and make recommendations for improvements to internal controls and procedures. Keep court unit executives apprised of the audit implications of any regulation change that pertains to internal controls and accountability.
- Utilize a wide variety of manual and automated accounting systems and cash management tools.
- Conduct year end accounting processes, including preparation of tax statements.

#### **QUALIFICATIONS:**

The successful candidate will possess:

- Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit;
- Ability to use critical thinking skills to identify and resolve complex problems;
- Extensive knowledge of the overall fiscal reconciliation process;
- Knowledge of the standards and objectives of internal controls and audit;
- Strong analytical skills;
- Experience with financial and accounting systems;
- Strong computer skills, including knowledge of Word and Excel;
- Willingness to learn and implement new technology;
- Sound ethics and judgment;
- Excellent organizational and time management skills;
- Strong verbal and written communication skills;
- Professional demeanor;
- Project management skills, including organization, analysis, documentation, and reporting.
- Ability to interact with a wide variety of people tactfully and courteously;
- Ability and desire to function in a self directed team based environment.

Preferred skills include:

- Knowledge of government accounting practices and principles, including internal controls and separation of duties;
- Experience in a court setting;
- Experience performing audits;
- Experience using Microsoft SharePoint.

**EDUCATION:**

Required Education/Experience: A high school diploma or equivalent and a minimum of three years progressively responsible administrative, technical or professional experience is required.

Preferred Education/Experience: A bachelor's degree in accounting, finance or related field is preferred. Experience in governmental accounting is preferred.

**INFORMATION FOR APPLICANTS:**

Qualified applicants should submit the following:

- Cover letter
- Resume
- Narrative statement of no more than one page that answers the following question: Describe a problem you faced in your career, the methods you used to develop and implement problem solving strategies, and the outcome.

Submit application materials to:

Human Resources (#13-WAW-09)  
U. S. District Court  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

Or via e-mail (Word or PDF format) to: [seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

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

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

**BENEFITS:**

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).