

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 14-08

POSITION: Budget Analyst

OPENING DATE: April 16, 2014

SALARY RANGE: CL 26 - 27 (\$47,500 – \$65,377)*DOE

CLOSING DATE: Open until filled.
Preference will be given to applications
received by April 30, 2014.

DUTY STATION: New Haven, CT

The Clerk's Office for the District of Connecticut is seeking applications for a full time Budget Analyst.

Job Summary:

The Budget Analyst position is located in the Clerk's Office and reports directly to the Clerk of Court and the Chief Deputy. The incumbent performs and coordinates work related to the budgetary activities of the court and works collaboratively with all Clerk's Office departments on the overall administration of the budget including, but not limited to: budget planning, budget creation, requirement justifications, policy development and budget execution. The incumbent performs as a project manager and suggests recommendations regarding procedures for improvements. The incumbent will also provide administrative and analytical support to the Clerk of Court and department managers.

Representative Duties:

Budget

- Prepare written budget justifications for submission to the Administrative Office (AO). Justifications include requests for allotment appeals, supplemental funding, the annual budget call, and inter-fund reprogramming.
- Review total allotments by budget object code to determine where shortfalls exist and where intra-fund reprogramming actions can be taken; enters reprogramming's as needed between budget object codes.
- Enter allotments and adjustments to allotments into the automated financial accounting system (FAS4T).
- Maintain the annual spending plan in collaboration with the clerk, the chief deputy, and the department managers.
- Review the spending plan and fund balances routinely to monitor and track obligations and expenditures throughout the execution phase of the annual operating budget.
- Participate in advance review and approval of major purchases. Verify that obligations and expenditures are in accordance with the spending plan and regulatory controls are within amounts programmed.
- Assist in reviewing reports based on historic and current data, including statistics on clerk's office staffing, spending patterns, expense projections, and similar information.
- Maintain spreadsheet formats and programs for analyzing financial/budget information for the court.
- Prepare and submit the Electronic Status of Funds Report (ESFR) timely on a monthly basis; calculate, document, and process monthly accruals.
- Update and maintain the Court Unit Budget Organization Plan (CUBOP), which documents procedures relating to the management, planning, formulation, and execution of the budget.
- Setup and maintain accurate records for audit purposes.

Administrative

- Prepare reports and other materials for special projects. Proofread and edit documents for accuracy, proper grammar, and spelling for the clerk's signature.
- Serve as coordinator for special events sponsored by the court. Responsibilities include development of invitation lists and receipt of RSVPs, design and procurement of invitations and programs, facility arrangements, and catering requirements.
- Handle all notices pertaining to legal publication, including proposed changes to Local Rules.
- Other duties as assigned.

Qualifications:

- Knowledge of budget applications and how to use automated systems to perform day-to-day activities.
- Skill and accuracy in working with numerical calculations.
- Ability to understand relationships among accounts and how budget procedures relate to the overall business of the court unit.
- Ability to troubleshoot errors and identify their probable causes.
- Knowledge of the overall fiscal reconciliation process.
- Knowledge of standards and objectives of internal controls.
- Skill in preparing budget reports.
- Skill in monitoring and reconciling accounts and ledgers.
- Skill in reconciling invoices, vouchers, and records of payment.

The successful candidate must have excellent leadership qualities which include the ability to collaborate and work effectively with all levels of court staff and other agencies; the ability to communicate information clearly, accurately, and in a timely manner; the ability to organize time and work effectively; and the ability to exercise good judgment. Attention to detail and strong analytical skills are a must.

Education:

Bachelor's degree in accounting, finance, or related field, from an accredited institution preferred. Education may be substituted for three (3) years of general experience.

How to Apply: Submit resume with cover letter, salary history, as well as the below **by email only** to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applicants must also submit a narrative statement addressing the following:

1. Explain how your background directly relates to this position.

Benefits:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.

- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees (available to applicants to view at the court website: www.ctd.uscourts.gov).
- Employees of the U.S. 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 is an Equal Opportunity Employer.