



U.S. Probation Office, District of South Carolina

POSITION VACANCY ANNOUNCEMENT #2015 – DSC – 05

Budget & Procurement Administrator

POSITION TYPE:	Permanent, Full-Time
LOCATION:	Headquarters, Columbia, South Carolina
SALARY RANGE:	CL 28 (\$56,137 - \$91,275) CL 29 (\$66,755 - \$108,538) *Starting salary is dependent upon qualifications and experience*
OPENING DATE:	April 17, 2015
CLOSING DATE:	April 27, 2015

Introduction:

This position is located in the U.S. Probation Headquarters Office in Columbia, South Carolina, and reports to the Chief U.S. Probation Officer. The incumbent is responsible for overseeing operations in the area of budget, finance, travel, procurement and facilities management. The incumbent provides guidance to administrative staff working in these areas and provides expertise and assistance to management and other staff members on related matters.

Representative Duties:

Works with the Unit Executive and other staff to develop the overall budget plan for the district. Performs analyses on the data and recommends programming actions to cover projected shortfalls.

Assists the unit executive with the development, implementation, and maintenance of a system of internal controls and participates in updating to the Internal Controls Manual (ICM) and Court Unit Budget Organization Plan (CUBOP).

Conducts research and data analysis and prepares a variety of reports for the purpose of analyzing operations, budgetary trends and financial activities.

Manages and oversees day-to-day operations of the district's accounting functions. Develops and monitors administrative procedures regarding financial and budget operations.

Responsible for preparation of the Electronic Status of Funds Report (ESFR), a multi-purpose, comprehensive report containing information on the unit's allotments, un-liquidated obligations, and expenditures for the fiscal year.

Responds to requests for information and provides clarification for department representatives about the budget, operational data, or related information. Provides guidance and explains requirements of the *Guide to Judiciary*

Policies and Procedures as they relate to proper procurement, disbursement, property management, budget and other related issues.

Manages the Financial System for Tomorrow (FAST) which includes entry, updating, and monitoring voucher payment activities to ensure the use of sound principles of accounting. Also, supervises the use of other authorized users of FAST for voucher and purchase order preparation. Manages the periodic upgrades and the addition of new modules to the program.

Oversees the travel authorization and reimbursement process. Checks figures, postings and documents for correct entry, mathematical accuracy, and proper codes. Communicates with individuals to respond to questions of policy, problems, or deficiencies with voucher submissions and status of payment vouchers. Manages the office's travel credit cards, ensuring that policies and procedures are followed and problems are addressed immediately.

Prepares financial data for incoming financial auditors; assists, advises, and trains management staff on internal audit procedures; and ensures that all audit findings are corrected in a timely manner.

Supervises the procurement function and serves as an authorizing official for procurement activity not delegated to procurement staff (Administrative Assistants and Procurement Specialist). Provides guidance and training regarding practices and procedures for all procurement types, including, but not limited to, services, supplies, equipment, and maintenance agreements. Reviews all voucher packets and applies Level 1 approval to payments.

Assists Procurement Specialists as needed with the processing of new clinical services vendor contracts, including entry in the financial database (currently FAST) and the automated case management tracking system (PACTS).

Assists in coordinating construction projects while working in close consultation with the unit executive. Arranges all moves, repairs and renovations, adhering to minimal cost factors in compliance with the Guide to Judicial Policies and Procedures on all procurement practices. Serves as the office's liaison with building management staff regarding daily maintenance issues and concerns.

Coordinates the reimbursable work authorizations process, including preparation of forms and other required paperwork, as well as obtaining judicial council approval, when necessary.

Administers the district's telecommunications resources in accordance with the Guide to *Judiciary Policies & Procedures*, GSA and office guidelines.

Performs all other duties, as assigned.

Required Competencies (Knowledge, Skills and Abilities):

Budget:

Comprehensive knowledge of all procedures and practices as they relate to Budget management and processing for the court unit. Comprehensive knowledge of judiciary budget policies, processes, reports, and relevant guidelines for each area of operation within the court unit. Extensive knowledge of government accounting practices, procedures, and principles, including internal controls. Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities. Thorough knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to troubleshoot errors and their probable causes.

Comprehensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in recording invoices, vouchers, and records of payment.

Comprehensive knowledge of the purpose and processes related to budget decentralization to include allotments. Thorough knowledge of the purpose and processes related to budget planning, execution and funds management. Extensive knowledge of federal appropriation law, judiciary regulations and the Guide to Judiciary Policies and Procedures. Skill in independently analyzing and reviewing accounts. Ability to independently analyze financial operations and develop recommendations for improvements.

Administrative Management:

Extensive knowledge of budgeting and federal judiciary budget guidelines and policies, including allocation formulas, processes and guidelines. Thorough knowledge of procurement, property management, project management, organizational design, and facilities processes and procedures. Skill in preparing and analyzing budgets, financial, and statistical reports. Skill in recognizing financial and operating trends and developing recommendations that address issues identified. Skill in analyzing prior year's budget and spending plans and financial forecasting.

Judgment and Ethics:

Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Incumbent must possess initiative and integrity. Ability to apply complex policies when making decisions.

Written and Oral Communication/Interaction:

Ability to communicate effectively (both orally and in writing) with individuals and groups to provide explanations of complex budget and financial information, policies and activities. Ability to interact effectively and appropriately with others, provide customer service and resolve difficulties when complying with regulations, procedures, and court confidentiality requirements. Ability to relay complex information and policies effectively. Ability to interact tactfully with a wide variety of people. Skill in facilitating discussions with managers and other budget specialists at all levels all the way up to the AO level.

Information Technology and Automation:

Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software, including Financial Accounting System for Tomorrow (FAST), Infoweb Personnel Projection System (iPPS), spreadsheet programs, and web based applications. Skill in interpreting and analyzing data from a variety of financial bases.

QUALIFICATION REQUIREMENTS:

To qualify for placement at the CL 28, two (2) years of specialized experience are required. If the selected candidate starts this position at a CL 28, they may later be promoted to a CL 29 without further competition. To qualify for placement at the CL 29, an applicant must have at least two (2) years of specialized experience, including at least one year equivalent to work at the CL 28.

Specialized experience includes progressively responsible experience, gained after completion of a bachelor's degree in related fields.

How to Apply:

Please submit a letter of interest, resume, Federal Judicial Branch Application for Employment (AO-78 located on the court website at www.scp.uscourts.gov click on "Employment"), Questionnaire (also located on court website) as well as college transcripts to:

Patti K. Rabon
Personnel Specialist
U.S. Probation Office
Strom Thurmond Federal Building
1835 Assembly Street, Room 611
Columbia, S.C. 29201
Phone: (803) 253-3330

Via fax: (803) 765-5110
or e-mail: patti_rabon@scp.uscourts.gov

If submitting via e-mail, application materials should be sent as one PDF. Please do not send more than one attachment. Please reference Announcement #2015 – DSC – 05.

THE U.S. PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER



Information for Applicants

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written notice. More than one (1) position will be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for an interview. Only those interviewed will receive notification when the vacancy is filled. Applicants selected for interviews will be subject to a skills assessment process.

Applicants who do not submit all required materials, as stated in the "How to Apply" section of the vacancy announcement, will be evaluated solely on the information available and may not receive full consideration or may not be considered eligible.

Promotional potential for positions are based on successful performance, consistently meeting expectations of the position when evaluated through the performance management plan, and overall accretion of duties and responsibilities. The promotional potential is not considered a vacancy but is considered a career ladder strategy and will therefore not require further competition. Promotional actions are earned and are not to be considered as entitlements.

Successful employment with the United States Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation. Retention in the position will depend upon a favorable suitability determination. Employment is considered provisional until the background check is completed and favorable suitability is determined.

Applicants must be a United States citizen or eligible to work in the United States. The Federal Immigration and Appropriations Law significantly limit the circumstances in which the Federal Judiciary may employ a non-citizen of the United States. Therefore, the United States Courts are responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires all employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations. (Please review **Code of Conduct for Judicial Employees** located on the website.)

Electronic Funds Transfer (direct deposit) of pay is required.

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