

UNITED STATES DISTRICT COURT
Eastern District of Wisconsin
U. S. Probation / Pretrial Services
"Together Making a Difference"

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Chief U. S. Probation Officer

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VACANCY ANNOUNCEMENT No. 2015-03

Position Title: FINANCIAL ADMINISTRATOR

Salary: Court Personnel System
Classification Level: CL-27 (\$48,452/year) to CL-28 (\$94,426/year).
Promotion potential to CL-28 without further competition. Starting salary commensurate with experience and education.

Area of Consideration: Open to All Qualified Individuals

Position Location: UNITED STATES PROBATION OFFICE
517 East Wisconsin Avenue
Milwaukee, WI 53202

E-mail Applications to: jobs_wiep@wiep.uscourts.gov Attention Financial Administrator 15-03

Term of Employment: Permanent Full Time Position, subject to need and available funding.

Closing Date : Position open until filled. Applications received by Friday, May 22, 2015, will be given priority consideration.

POSITION OVERVIEW:

The Financial Administrator assists in the formulation of the annual budget and associated spending plan and assists with policy development regarding budgetary matters. The incumbent develops and justifies budget requirements and executes approved and appropriately documented budget requests. The Financial Administrator prepares, updates, and analyzes budget records and other ad hoc reports. The incumbent maintains oversight of funding allotments and associated spending and recommends and makes appropriate adjustments as required. The incumbent performs conducts internal reviews and audits, and develops recommendations regarding procedures for improvements through research and analysis.

Representative Duties:

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution. Provide input and develop the Court Unit Budget Organization Plan (CUBOP). Advise executives on budget matters.
- Assist in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements.
- Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction.

- Enter allotments or any adjustments to allotments into FAS4T and the unit's Status of Funds Report.
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Visit various websites to pull monthly invoices. Review all incoming invoices and enter various types of payment documents in the Financial Accounting System for Tomorrow (FAS4T).
- Prepare and electronically submit the unit's Electronic Status of Funds reports on a monthly basis, as required. Ensure accruals are calculated, documented, and processed monthly.
- Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities and ensure that the total court unit allotment will not be exceeded.
- Maintain iPPS (Infoweb Pay Projection System), reconcile and create scenarios for projections.
- Complete all paperwork and enter all drug contracts into PACTS (Probation Automated Case Tracking System). Upload all monthly invoices into PACTS, run invoice validation reports and scan all documentation for verification of invoices.
- Maintain ELMR (Electronic Leave Management Resource) program, assist employees/supervisors with program training and problems. Periodically review leave balances and enter all comp time earned. Maintain telework records for annual reporting.
- Review travel logs, prepare travel vouchers and enter into FAS4T for payment.
- Perform internal reviews to ensure compliance with judiciary policies and procedures and internal controls. Participate in annual internal audits of the Clerk of Courts.
- Develop a variety of reports based on historic and current data, including statistics on staffing, spending patterns, expense projections, and similar information.
- Respond to requests for information and clarification from department representatives regarding the budget.
- Ensure appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Other duties as assigned.

For additional information, please visit <http://www.wiep.uscourts.gov/about/job.html>

Required Education and Experience:

Only qualified applicants will be considered for this position. Applicants may qualify for this position in **ONE** of the following two ways:

1. Meeting the specialized experience requirement; OR
2. Substituting their education for the specialized experience requirement.

Specialized Experience: At a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL-25. At a CL 28, applicants must have two years of specialized experience, including at least one year equivalent to work at a CL 27. Specialized experience for this position is demonstrated experience directly related to the functional areas of financial management and administration such as budgeting, accounting, auditing or financial reporting. Evidence of specialized experience must be supported by detailed documentation of duties performed in positions held. Please provide such documentation on your AO78.

Education: For a CL 27, completion of the requirements for a bachelor's degree from an accredited college or university, with a major in a field that provided you with the knowledge, skills, and abilities necessary to do the work of this position. This information must show superior academic achievement. Superior academic achievement is defined as a 3.5 GPA in your major or an overall GPA of 2.9. To qualify for a CL 28, completion of a master's degree or two years of graduate study (27 semester of 54 quarter hours) in an accredited college or university, with a major in a field that provided you with the knowledge, skills, and abilities necessary to do the work of this position. If you are using your education to qualify for all or part of the specialized experience requirement, you must submit a copy of your transcripts or an itemized list of courses (which includes equivalent information from the transcript e.g., course title, semester/quarter hours, and grade).

Desirable Characteristics: The Eastern District of Wisconsin strives to maintain and grow a productive and positive culture. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, curious, adaptable, committed and be accountable.

Conditions of Employment: Applicants must be citizens of the United States of America or a permanent resident seeking U.S. citizenship. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) after an offer of employment being made. The selectee can then be appointed provisionally, pending the results of an FBI background investigation and a favorable suitability determined by the Chief Probation Officer. The incumbent will also be subject to periodic reinvestigation.

Benefits: The U. S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Benefits include participation in the Federal Employees' Retirement System, Health Benefits, Group Life Insurance, Thrift Savings Plan, paid holidays, paid annual and sick leave and mandatory electronic funds transfer for payment of net pay. For more information visit <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

Application Procedure:

Submit ALL required materials in **one document** in [pdf format](#) to [jobs_wiep@wiep.uscourts.gov/](mailto:jobs_wiep@wiep.uscourts.gov)
Reference - Financial Administrator - 15-03.

- A cover letter which addresses qualifications, skills, and relevant experience necessary for the position;
- AO 78, Application for Judicial Branch Federal Employment
http://www.wiep.uscourts.gov/about/Job_AO_078.pdf
- "Unofficial" transcripts; transcript(s) submitted must indicate date(s) of graduation, degree(s) awarded, and grade point average(s). Final candidate - "Official" transcripts will be required.
- Your most recent performance evaluation. If you do not have one, please address in your cover letter.

Submission of false or fraudulent information may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for a personal interview. The U.S. Probation Office will not reimburse candidates for interview or relocation expenses.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

An Equal Opportunity Employer