



# CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

## FINANCIAL MANAGER

The Theodore Levin  
United States  
Courthouse

231 W. Lafayette Blvd.  
Detroit, MI 48226

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Vacancy Number:**  
21-01

**Posting Date:**  
January 6, 2021

**Closing Date:**  
February 4, 2021

**Duty Station:**  
Detroit, MI

**Classification Level:**  
CL 29- CL 30 (depending  
on qualifications)

**Promotion Potential:**  
CL 30

**CL 29 Starting Salary  
Range:**  
\$ 80,131- \$100,177

**CL 30 Starting Salary  
Range:**  
\$94,697- \$118,378

**CL 30 Salary Earning  
Potential:**  
\$153,901

**Number of Positions  
Available:**  
1

**Position Open to:**  
All qualified candidates

### **The Mission of the Finance Department:**

The Financial Department is committed to working together as members of the Court family, to process financial transactions accurately and expeditiously, while adhering to strict guidelines and internal controls, for the bench, bar and public we serve.

The Eastern District of Michigan covers 34 counties within the eastern half of the lower peninsula with courthouses in Ann Arbor, Bay City, Detroit, Flint, and Port Huron.

### **How a Financial Manager Supports the Mission:**

This position is located in the Financial Department of the Clerk's Office, reporting directly to the Deputy Court Administrator. The Financial Manager is primarily responsible for developing and justifying budget requirements, executing approved budgets, approving various expenditures, and serves as the principal accounting and finance authority for all three units of the Court in support of the Court Administrator. The employee is also responsible for ensuring the safekeeping of deposited funds to registry accounts, reporting of monies received and disbursed by the Court, investment management and management of government credit card usage. The employee develops and ensures adherence to Financial Internal Controls and audit guidelines. The employee manages and supervises the financial staff in the day to day operations of the accounting functions for the Court. This position works closely with Court Administration and other administrative staff within the Court, including the IT, Court Services, Finance and Human Resources Departments; the Probation Department; the Pretrial Services Agency and various Court committees. Occasional travel inside and outside the District is required.

### **Staff Development and Supervision**

- Manage, develop, and mentor financial staff, including establishing standards, assigning and reviewing work, evaluating performance, managing time and attendance, and handling disciplinary actions.
- Establish work procedures, conduct staff meetings, provide information and delegate work fairly and consistently.
- Oversee work products and processes and provide guidance as required.
- Establish employee performance standards that support the mission of the Court.
- Evaluate and develop staff progression.
- Solve work related problems using information and data.
- Provide oversight and guidance to staff involved in general financial operations, data entry and quality control.
- Initiate and maintain 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.
- Ensure cross training where appropriate.



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#### **Management of the Department**

- Manage and oversee the day-to-day accounting and financial functions of the Court.
- Maintain and analyze accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the Court. Perform accounting for all monies paid into the Court including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bail bonds, etc., and refunds and reimbursements to appropriations.
- Classify all accounting transactions relating to the Court in accordance with regulations issued by the Department of Treasury and by the Administrative Office of the United States Courts. Perform bank and Treasury reconciliations. Represent the Court in both oral and written responses to financial questions.
- Develop and maintain 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.
- Develop and maintain 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, and receipts, 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.
- Oversee 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. Disburse funds to pay various bills.
- Assure collateral has been posted before registry funds are deposited. Notify 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.

#### **Project Management**

- Serve as project manager for the initiatives of the Financial Department.
- Build diverse project teams to include members from each area involved/effected.
- Collaborate with other departments and units of the Court during all four phases of the project life cycle: initiation, planning, execution and closure.

#### **Administrative Activity**

- Prepare reports and financial statements for Court Administration, as well as for submission to the U.S. Treasury, the Administrative Office, and other Court officials as necessary.
- Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs.
- Provide advice on complex matters to staff, supervisors, managers, unit executives, and judges.

#### **Personal Interactions, Conduct and Expectations**

- Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds.
- Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.



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#### **Personal Interactions, Conduct and Expectations Continued**

- Facilitate, mediate, and negotiate complex and sensitive matters with judges, unit executives, managers, supervisors, and Court staff, while maintaining confidentiality.
- Abide by the *Code of Conduct for Judicial Employees*.
- Promote a positive work environment. Welcomes constructive criticism and feedback.
- Demonstrate sound ethics and good judgment.
- Consistently follow the chain of command.
- Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Comply with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures, and internal controls guidelines.
- Adhere to procurement procedures, policies, and practices.

#### **Qualifications:**

Qualifications must be met at the time of application.

#### **Required:**

A minimum of a Bachelor's degree in Finance, Accounting or Business Administration from an accredited college or university with at least three years of specialized experience (defined below) that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided the opportunity to gain:

- a) skill in developing the interpersonal work relationships needed to lead a team of employees,
- b) the ability to exercise mature judgment, and
- c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to Finance.

For placement at the CL 29 level, at least one year of specialized experience at or equivalent to work at the CL 28 grade is required. For placement at the CL 30 level, at least one year of specialized experience at or equivalent to work at the CL 29 grade level is required. For placement above the minimum of either grade, more than one year of specialized experience at or equivalent to work at the next lower level is required.

**Specialized experience** is defined as progressively responsible **financial** experience in a **professional office** setting requiring the regular and recurring application of administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated technology for word processing, data entry, and report generation.

#### **Preferred:**

- An advanced degree in Finance, Accounting or Business Administration from an accredited college or university.
- Financial, budget and/or procurement experience in a federal court or state court.
- Proficiency with the Federal Judiciary's accounting software (JIFMS).
- Experience supervising direct reports.
- Experience with current versions of Microsoft Office Suite.



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#### **Procedures for Applying:**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume, **and completed application Form AO-78 (include entire professional work history, adding additional pages if necessary)** to “[apply@mied.uscourts.gov](mailto:apply@mied.uscourts.gov)” by the closing date. E-mailed submission is preferred. E-mailed documents must be in Word, WordPerfect, or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Applicants who meet the minimum qualifications will be considered for the next step of the selection process, which will include three assessments: Cognitive Aptitude, Employee Personality Profile and Microsoft Office Skills.

#### **Local Benefits\*:**

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums and the Detroit River Walk

*\*when/where available*

#### **National Benefits:**

Generous Paid Time Off Program	Ten Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.*

*All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*