



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Budget, Finance & HR Administrator - Job # USPO 18-09 (Permanent, Full-time)

Opening Date: September 20, 2018

Closing Date: October 11, 2018

Starting Salary: CL 28 -29 (\$65,137 - \$125,900)* with promotion potential without further competition
*Salary determined by qualifications, experience and current compensation

Location: Anchorage, Alaska

This position is located in the Clerk's Office of the United States District Court. It is a shared services position, which provides support to the United States District Court and United States Probation & Pretrial Services Office, including divisional offices in Fairbanks, Juneau, Ketchikan and Nome. The incumbent is responsible for administrative functions and provides management services essential to the operation of the court. These services include budget, financial management, and human resources management.

REPRESENTATIVE DUTIES:

- Manage the annual budget in a decentralized budgeting environment for both the United States District Court as well as the United States Probation Office. Remain current on applicable program requirements, updates, and changes. Monitor spending to identify problem areas and make necessary changes. Collaborate with members of management on budget and organizational issues. Perform all aspects of the financial and budget functions of the court unit ensuring compliance with the appropriate guidelines, policies, regulations and internal controls. Develop, implement, and evaluate policies, practices, and standards for the office and recommend policy changes as required. Advise managers and unit executives on staffing, costs and cost projections, and related issues. Participate in strategic planning and provide advice to help achieve court unit goals.
- Assist the unit executives by overseeing and managing the office budget on a day-to-day basis including planning, estimating, reprogramming, projecting, monitoring, and reporting status of funds. Ensure funds are never exceeded in accordance with the Anti-Deficiency Act. Advise the unit executive of any unusual or critical budget funding, special situations or potential shortfalls and suggest possible solutions. Make budgetary recommendations within allotments and coordinated budget operations as necessary. Initiate documents for annual budget, appeals, and supplemental requires as well as other budget and finance reports.
- Research, analyze, and provide recommendations to court unit executives on workforce planning, strategies, and scenarios. Providing advice on organizational structures and classification standards.
- Ensure fair and equitable recruitment practices in the court unit. Remain current on new recruitment sources, strategies, and initiatives.
- Monitor, and implement human resources programs and systems in compliance with guidelines, policies, and internal controls. Programs and systems include leave, time and attendance, performance management, personnel processing, record keeping, background investigations, and facilities access cards.
- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry funds, and deposit funds, as well as subsidiary ledgers for allotments and other fiscal records. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested.
- Prepare recurring reports of obligations and expenditures.
- Prepare and process invoices for payments to vendors and contractors.
- Input Second Chance Act invoices into the Probation Automated Case Tracking System (PACTS).
- Perform other duties as assigned.

QUALIFICATIONS:

- To qualify for this position, completion of a bachelor's degree from an accredited college or university is required;
- Two years of progressively responsible specialized experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, financial reporting or human resources that provide a knowledge of rules, regulations, and terminology of financial administration or similar functions using the basic management concepts, principles, and theories;
- Specialized experience as defined below:
 - CL 28: At least one year equivalent to work at the classification level 27.
 - CL 29: At least one year equivalent to work at the classification level 28.
 - If appointed at CL 27, there is promotion potential without further competition to CL 28.
- Strong organizational skills, and proven ability to prioritize multiple demands, meet established deadlines, and fulfill commitments.
- Ability to communicate effectively, both orally and in writing, with a wide variety of people, including but not limited to judges, court staff and others.
- Attention to detail, and the ability to exercise common sense and good judgment in a fast-paced environment with rapidly shifting priorities.

BENEFITS:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits program, long term care, retirement benefits, federal holidays, and periodic salary increases.

APPLICANT INFORMATION:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Employees are "At Will" and are not covered by the Office of Personnel Management's civil service classifications or regulations. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

APPLICATION PROCEDURE:

Qualified candidates may apply by e-mailing the following:

- a copy letter stating the reason for your interest in the position;
- resume outlining work history;
- three professional references; and
- AO-78, [Application for Federal Employment](#)
- send as a single .pdf document to: HR@akd.uscourts.gov

Incomplete applications may not be considered.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The United States District Court is an Equal Opportunity Employer