

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** November 10, 2015  
**POSITION:** Assistant Financial Manager  
**LOCATION:** 500 Pearl Street, New York, NY  
**CLASS LEVEL:** CL 26 - CL 27  
**SALARY:** \$48,083 - \$85,864  
(Salary placement will be based on qualifications & experience)  
**VACANCY NO:** 16-01  
**CLOSING DATE:** November 23, 2015

**DUTIES AND RESPONSIBILITIES:** The Assistant Financial Manager performs supervisory work related to the financial operations of the court, ensuring accuracy and completeness of data, and quality of service. The incumbent serves as the first-line supervisor of the Financial Generalists and will participate in the preparation of annual performance evaluations and recommend training when necessary.

Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to the financial operations and budgetary execution throughout the court/office. Perform reviews to ensure that the court unit is in compliance with Guide to Judiciary Policies and Procedures, internal controls, and generally accepted accounting principles.

Prepare documents to identify findings and develop written recommendations for modifying and improving operations. Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court.

Supervise the preparation of reports and forms by compiling information. Use accounting software and systems to record, store, and track information.

Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.

Review vouchers for payments related to expenses incurred by the court for appropriateness of payment.

Assist with monitoring of daily fund balances and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.

Supervise Intake staff, oversees the maintenance and control over the unit cash registers, including distributing funds to case initiation clerks, as well as collecting and balancing cash drawers daily.

Supervise staff responsible for processing victim restitution in the Financial Accounting System for Tomorrow (FAS4T), including incoming checks; producing and mailing payments; ensuring that victims receive payments; processing returned checks and returned mail; and, providing customer service to victims and their representatives. Work with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.

The incumbent will report to the Finance Manager and assume the duties and responsibilities of the Finance Manager in her absences and will perform other duties as assigned.

**REQUIRED QUALIFICATIONS:** Applicants must be high school graduate, or equivalent. One year of specialized experience at or equivalent to the CL-25 level is required for the CL-26 level. To qualify for the CL-27 level, the applicant must have one year of specialized experience at or equivalent to the CL-26 level. Strong interpersonal skills and superior communication skills, both oral and written, are essential. Excellent customer service skills are required. Previous management experience is preferred, but not mandatory. Successful candidates will have demonstrated exceptional customer service skills, superior interpersonal skills, and sound judgment in executing work performed at the court. A strong knowledge of judicial financial operation and procedures, court automation using Microsoft Excel, Microsoft Word and Adobe forms, and experience with FAS4T is preferred.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience requiring the regular and recurring application of financial management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in the financial industry, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**APPLICATION PROCEDURE:** To be considered for this position, please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying, and identify how your education and/or experience relate to the duties and responsibilities of the position. Kindly include examples of excellent customer service rendered while executing your job duties in the past 12 months. Resumes without the cover letter addressing the qualifications, or missing examples of work performed that demonstrate excellent customer service, will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

U.S. DISTRICT COURT  
500 PEARL STREET  
NEW YORK, NEW YORK 10007  
ATTN: HUMAN RESOURCES, SUITE 310  
**OR**  
[Personnel@nysd.uscourts.gov](mailto:Personnel@nysd.uscourts.gov)

Successful applicants will participate in two rounds of interviews. The first interview will be with the hiring panel referenced in the Clerk's Office Hiring Guidelines and Procedures. The second interview will be with the Clerk of Court, the Human Resources Manager, and the Chief Deputy Clerks.

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**

EQUAL OPPORTUNITY EMPLOYER

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

APPLICANTS MUST BE UNITED STATES CITIZENS.