



VACANCY ANNOUNCEMENT # 16-12

Position: Financial Analyst

Location: Brooklyn, New York

Open to: Federal Judiciary Employees Only

Salary Range: CL 27 - \$53,544 - \$87,033
CL 28 - \$64,172 – \$104,328
Starting salary will be commensurate with experience and education. If appointed at CL-27, promotional potential to CL-28 without further competition.

Opens: June 23, 2016

Closes: July 15, 2016

New York Eastern Probation is currently accepting applications for the position of Financial Analyst. Financial Analysts perform and coordinate administrative, technical and professional work related to financial and accounting activities of the agency, including ensuring compliance with the appropriate guidelines, policies and internal controls.

REPRESENTATIVE DUTIES:

Assist with the formulation, evaluation and implementation of policies, procedures and protocols related to financial operations and budgetary execution through the agency.

Perform reviews to ensure that the agency is in compliance with *The Guide to Judiciary Policies and Procedures*, internal controls, and generally accepted accounting principles. Prepare financial reports as needed, including analyzing financial operations and developing recommendations for improvement.

Assist with preparing the overall budget plan. Performs data analysis and conducts modeling based on different scenarios. Recommend reprogramming actions to cover projected shortfalls.

Respond to requests for information and clarification from department representatives regarding the budget, operational data, or related information. Review expenditures of departments to ensure compliance with budget. Collect, review, analyze and maintain records of actual operating expenses and revenues to compare with estimated budget.

Prepare and file Electronic Status Funds Reports (EFSRs) for report to the Administrative Office.

Act as Contracting Officer for agency and maintain contracting officer certification by completing biennial training and certification requirements. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensures purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Track expenditures.

Collect, review, audit and analyze data and information related to requests for goods and services to ensure compliance with budget requirements. Make recommendations to Court Unit Executive to enhance efficient use of and ensure good stewardship of government resources.

Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new, existing or renovated space and facilities and submits to GSA for approval. Verify RWA charges and authorize payments. Prepare purchase orders and payment authorization in automated system.

Coordinate routine and cyclical building maintenance, repairs and renovations and security systems installations with the U.S. Marshal's Service, the General Services Administration, or others, as applicable. Maintain database of all cyclical maintenance.

Manage contracting process, including treatment services, from initial bids through completion of project and payment. Establish and maintain contact filing system with appropriate internal control measures. Monitor treatment services expenditures on a monthly basis. Ensure policy and procedure is being followed during the treatment services referral process.

Perform other duties as assigned by the Chief or Deputy Chief U.S. Probation Officer.

MINIMUM QUALIFICATIONS:

To qualify, an applicant **must** have

CL 27 Two years of specialized experience, including at least one year equivalent to work at the CL-25
or
Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
Standing in the upper third of the class;
"3.5" average or better in the major field of study, such as business or public administration;
Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
or
Completion of one academic year of graduate study in an accredited university in the field of study of business or public administration or other field closely related to the subject matter of position

CL 28 Two years of specialized experience, including at least one year equivalent to work at the CL-27
or
Completion of a master's degree or two years of graduate study in an accredited university in the field of study of business or public administration or other field closely related to the subject matter of the position

Specialized Experience for this position is demonstrated experience directly related to the functional area of financial management and administration such as budgeting, accounting, auditing or financial

reporting. Experience that provided knowledge, budgeting and or financial reporting; and involved the routine use of automated financial and accounting systems or other computer based systems. Evidence of all specialized experience must be supported by detailed documentation of duties performed in any positions held. Please provide such documentation on your AO78.

PREFERRED SKILLS/EXPERIENCE:

Knowledge of and experience with Administrative Office audit policies, procedures and standards; knowledge of audit principles. Prior federal experience with detailed knowledge of accounting procedures, automated equipment and financial software used in the federal judiciary is required.

CONDITIONS OF EMPLOYMENT:

Selected candidate will be required to successfully pass a background check.

HOW TO APPLY:

To be considered for this position, qualified applicants should submit a cover letter emphasizing their KSAs (Knowledge, Skills and Abilities) as they relate to this vacancy announcement, current resume and a completed application for federal employment (AO78 – which can be found on the agency’s webpage) to:

**New York Eastern Probation
147 Pierrepont Street
Brooklyn, New York 11201
Attention: NYEP 16-12**

Or you may apply via email (submitting all documents in PDF format only) to:

NYEP_Human_Resources@nyep.uscourts.gov

The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to be interviewed will be notified by phone or email.

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