



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2018-02-CO
Position Title:	Budget Analyst
Open Date:	2/19/2018
Close Date:	3/30/2018
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-27 (\$54,404 – \$88,485) Promotion potential up to CL28
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The Budget Analyst assists in the formulation of the annual Clerk's Office budget and associated spending plan and assists with policy development regarding budgetary matters for the Court's Administrative Services Office in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent develops and justifies budget requirements and executes approved and appropriately documented budget requests. The Budget Analyst 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 as a project manager, conducts internal reviews and audits, and develops recommendations regarding procedures for improvements.

No relocation expenses will be paid.

General Experience:

The candidate must have finance and/or accounting experience and a performance history that demonstrates outstanding customer service, and troubleshooting skills. The candidate will be a reliable team member who is dependable and has the ability to work independently. The candidate selected for this position must have investigative analytic skills to successfully perform the following duties, which include, but are not limited to:

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution throughout the Clerk's office. Provide input to the Court Unit Budget Organization Plan (CUBOP). Advise executives and judges 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. Perform data analysis and conduct modeling based on different scenarios.
- Execute approved budget plans. 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. Participate in advance review and approval of major purchases.
- Enter allotments or any adjustments to allotments into JIFMS and the unit's Status of Funds Report. Enter reprogramming or standard voucher transactions to move funds from one BOC to another

within a fund or from one fund to another in both the financial system and the 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.
- Prepare and electronically submit the unit's Electronic Status of Funds reports on a monthly basis, as required. Maintain approved Electronic Status of Funds reports and any supporting documentation in a chronological file by fiscal year. 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.
- Serve as project manager on special organizational initiatives. Collect, review, audit, and analyze data and information, such as case filings, personnel activity, budget related data, and other similar data for work measurement and productivity studies. Perform internal reviews of administrative and operational areas to ensure compliance with judiciary policies and procedures and internal controls. Prepare documents to identify findings and develop written recommendations for changes.
- Develop a variety of reports based on historic and current data, including statistics on clerk's office staffing, spending patterns, expense projections, and similar information.
- Respond to requests for information and clarification from department representatives regarding the budget. 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.
- Ensure appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review purchase requests related to proposed expenses for appropriateness of procurement and sufficiency of funding.
- Collaborate with information technology staff to develop or customize programs or systems to assist with budget and recordkeeping. Participate with a team reviewing compliance of internal controls, policies, and procedures.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary information.
- Use a wide variety of manual and automated accounting systems and cash management tools and assist other court employees in the use of these systems and tools.

The successful candidate must be a self-starter as well as detail-oriented. The candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. The candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with clients within and outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Qualifications:

To qualify at the CL 27 level: Two years of specialized experience, including at least one year equivalent to work at CL-25.

Preferred Qualifications: The court prefers the candidate to have a Bachelor's degree in Finance, Accounting, or a related field. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Budget Analyst may be substituted for the degree requirement.

Specialized Experience: Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

All documents must be combined in a single PDF file and e-mailed to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.