



## **VACANCY ANNOUNCEMENT # 17-02**

**Position:** Financial and Budget Administrator

**Location:** Brooklyn, New York

**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:** December 21, 2016

**Closes:** January 11, 2017

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New York Eastern Probation is currently accepting applications for the position of Financial and Budget Administrator. The incumbent will 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.

Assist with preparing the overall budget plan. Perform data analysis and conduct 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 divisions 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. Ensure 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's) and appropriate correspondence for new, existing or renovated space and facilities and submit to GSA for approval. Verify RWA charges and authorize payments.

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 AO 78.

**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 preferred, but not required.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizen or eligible to work in the United States.

Selected candidate for position will be appointed after completing background check with satisfactory results.

Employees of the U.S. Courts are Excepted Service Appointments and are not covered by the competitive services provisions of Executive Branch employment. This is commonly known as "at will" employment and employees can be terminated with or without cause by the Court.

Employees of the United States Courts are required to adhere to a Code of Conduct.

**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, a current resume and a completed application for federal employment (AO 78 – which can be found on the agency's webpage) to:

**New York Eastern Probation  
147 Pierrepont Street  
Human Resources Division – NYEP 17-02  
Brooklyn, New York 11201  
Attention: Juanita Chosson  
Operations Administrator**

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

[NYEP\\_Human\\_Resources@nyep.uscourts.gov](mailto: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.

**NEW YORK EASTERN PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER**