



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama**

VACANCY ANNOUNCEMENT # 2016-03

- POSITION:** Budget Analyst
Permanent Full Time Position
- LOCATION:** Mobile, Alabama
- STARTING SALARY:** Court Personnel System CL 27 step 1 (\$47,390 to CL 28 step 61 (\$92,336) depending on experience and qualifications
Promotional potential to CL 28 without further competition
Electronic Fund Transfer (EFT) for payroll deposit is required.
- OPENING:** July 8, 2016
- CLOSING DATE:** July 29, 2016

The United States Probation Office for the Southern District of Alabama is seeking qualified applicants who are self-motivated with excellent interpersonal skills and a strong work ethic for a full-time Budget Analyst. This is a High Sensitive position and as a condition of employment, the selected applicant must successfully complete a ten-year background investigation with periodic updates every five years thereafter.

POSITION OVERVIEW:

This position is located in the administrative section of the U. S. Probation Office and reports to the Deputy Chief and the Chief Probation Officer. The incumbent performs and coordinates administrative, technical and professional work related to financial, accounting, and budgetary activities of the Probation Office, including compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent is responsible for the formulation of the annual Probation Office's budget and associated spending plan, develops policy regarding budgetary matters, maintains oversight of funding allotments and associated spending, and recommends appropriate adjustments as required. The Budget Analyst prepares, updates, and analyzes a variety of accounting records, and budget reports; oversees and assists with accounts payable activities; and develops recommendation regarding procedures for improvements.

REPRESENTATIVE DUTIES:

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to financial and budget plan execution for the Probation Office. Maintain/update the Probation Office's Unit Budget Organization Plan (CUBOP). Advise unit executives and management on financial and budget matters. Provide guidance and assistance to other units within the district on financial or budget matters.
- Develop the Probation Office's annual spending plan and identify amounts required to

maintain basic mandatory operations, as well as amounts needed to support desired enhancements.

- 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 all purchases. Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities.
- 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.
- Enter allotments or any adjustments to allotments into FAS4T 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.
- Develop a variety of reports based on historic and current data, including statistics on Probation Office's spending patterns, expense projections, and similar information. Research and analyze financial budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and prepare written correspondence, as required.
- Perform reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes. Maintain and update the Probation Office's internal controls manual and coordinate audit activities. Work with auditors on cyclical and internal audits and provide recommendation and follow-up, if needed.
- Ensure that appropriate internal controls for transfer, recording, and reporting are followed. Prepares and reviews payment vouchers for appropriateness related to expenses incurred by the Probation Office. Accept responsibility for files and documents.
- Maintain, reconcile, and analyze accounting records. Review and/or perform accounts payable duties. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Probation Office.
- Use a wide variety of manual and automated accounting systems and assist other court employees in the use of these systems and tools.
- Act as program coordinator for the Probation Office's purchase and government travel cards.
- Perform other related duties as required.

QUALIFICATIONS:

Mandatory qualifications: To qualify for the position of Budget Analyst, applicant must be a United States citizen or eligible to work in the U.S., and must be a high school graduate (or possess the equivalent certification). To qualify for CL 27, applicant must have a minimum of two years specialized experience, including at least one year of specialized experience equivalent to the work of the next lower job classification. To qualify for CL 28, applicant must have a

minimum of two years specialized experience, including at least one year of specialized experience equivalent to the work of the next lower job classification.

Specialized experience: Progressively responsible experience in at least one but preferably two or more functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provides a knowledge of rules, regulations, and terminology of financial administration.

Required Job Related Knowledge, Skills and Abilities: Must be able to demonstrate knowledge of the overall fiscal reconciliation process and knowledge of standards and objectives of internal controls. Skill in preparing financial reports and reconciling accounts. Applicant must be familiar with a variety of automation software applications such as, but not limited to: Microsoft Word, Excel, Adobe, etc. Applicant must be able to demonstrate excellent written and oral communication skill sets; have the ability to apply a body of rules, regulations, directives and laws; and be mature, responsible, organized, meticulous and able to multi-task, work well independently and maintain confidential information.

DESIRABLE QUALIFICATIONS/COMPETITIVE FACTORS:

Preference will be given to applicants with knowledge of or experience in one or more of the following areas: (1) budget/financial management; (2) familiarity with budget, finance, and procurement functions at a federal court setting; and (3) experience with the following software applications: Judiciary Financial Information Management Systems (JFIMS), and Financial Accounting System for Tomorrow (FAS4T).

PERSONAL CHARACTERISTICS:

A successful candidate must have a positive attitude, unquestioned integrity, tact, good judgment, initiative, the ability to motivate and lead a team, problem solving and analytical skills, professional demeanor and appearance, ability to clearly communicate financial information, and flexible for change. The candidate must also be able to multi-task and work in a team-based environment and diverse settings, and independently require minimal supervision.

APPOINTMENT/POSITION TERM:

The appointment will be subject to continued federal funding. The position will be considered a “provisional appointment” until the successful completion of the background investigation.

BENEFITS:

Employees of the United States Probation Office are Excepted Appointments and not included in the government’s competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to employees, which includes: Health insurance, life insurance, dental and vision insurance, long term care and long term disability, and flexible spending benefits; ten (10) paid federal holidays; annual and sick leave, retirement; and Thrift Savings Plan, similar to a 401K plan.

APPLICATION PROCESS:

Interested and qualified applicants must submit an application packet which is to include: a cover letter of interest which addresses skills and experience, resume, and the Federal Judicial Branch Application for Employment, Form AO 78. To obtain the AO 78 Application Form and additional information, visit “Employment Opportunities” on our web page at: <http://www.alsp.uscourts.gov>

Application packets should be mailed or hand delivered to:

**U. S. Probation Office
ATTN: Human Resources
201 St. Michael Street, 2nd Floor
Mobile, AL 36602**

Or emailed to: becky_drake@alsp.uscourts.gov

Emailed documents must be in Word, WordPerfect, or PDF format. Zip files and faxes will not be accepted.

Only those applicants considered for interview will receive further notification in writing. Testing, interview-related travel expenses and any relocation expenses must be paid by the applicant.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER