Vacancy Announcement

Budget Specialist
Office of Administration
Federal Judicial Center
Washington, DC 20002-8003

The purpose of the Federal Judicial Center is to further the development and adoption of improved judicial administration in the courts of the United States, primarily through rigorous and objective research and education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines the Center’s basic policies.

The Center’s Office of Administration has an opening for a Budget Specialist to perform a wide range of duties related to accounting, financial, procurement, and administrative activities.

**DUTIES AND RESPONSIBILITIES:**

- Assists with the development of the Center’s fiscal year budget plan.
- Reviews spending routinely, and develops updates, projections, graphics, and spreadsheets for analysis and forecasting for budget control purposes.
- Provides budget, procurement, and travel policy advice, and serves as a liaison to designated divisions within the Center.
- Prepares and reviews requests for goods and services for accuracy and compliance with Center policies and procedures, the Guide to Judiciary Policy, and Federal Acquisition Regulations.
- Works closely with Center and Administrative Office of the U.S. Courts staff, and vendors and contractors to ensure that financial data is current and accurate, and that obligations, adjustments, and de-obligations are recorded timely in the Judiciary Integrated Financial Management System (JIFMS).
- Monitors the automated interface transmittals to the Center’s Financial Information System (sub-system) using reconciliation reports through an Enterprise Data Warehouse and resolves any discrepancies.
- Reviews, validates, and processes invoices for timely payment, and resolves billing differences or errors to ensure disbursements are processed in accordance with judiciary policies and regulations.
- Oversees the Center’s petty cash fund, Judiciary Information Technology Fund (JITF) and FJC Foundation Fund, and manages the deposits, expenditures, and reporting requirements.
• Manages centrally billed accounts, reconciles monthly billing cycles, and prepares mandatory reports for record keeping.

• Prepares and processes standard vouchers authorizing reimbursements from the FJC Foundation Fund and other accounts.

• Prepares routine and ad-hoc reports (e.g., monthly budget reports, Foundation and JITF reports, reimbursements, reconciliation reports, projections of personnel and non-personnel costs, open obligations, and signature cards).

• Performs fiscal year-end budget closing of obligations, de-obligations, adjustments, deposits, transfers, and payments.

• Assists with the cyclical audits and prepares samples and supporting documentation.

• Responds to queries independently and provides information on requirements and procedures related to intern controls, judiciary policies, budget, financial, and procurement matters.

• Maintains official financial and procurement related files in accordance with the Center’s Records Management guidelines.

• Performs other tasks and duties as assigned.

MANDATORY QUALIFICATIONS:

• A bachelor’s degree, preferably in accounting or related field, or three years of work-related experience.

• Knowledge of government accounting practices, procedures, and principles.

• Proficiency with Microsoft Office Suite programs.

• A high level of self-motivation and ability to work independently and in a team environment.

• Strong organizational and problem-solving skills.

• Excellent oral and written communication skills.

• Strong interpersonal skills to interact with Center employees, judiciary employees, and external customers.

• Strong attention to detail.

• Ability to work under pressure and meet constrained deadlines.
• Ability to exercise sound ethics and judgement, and complies with regulations and confidentiality requirements.

**DESIRABLE QUALIFICATIONS:**

In addition to the above *mandatory qualifications*, desirable qualifications are:

• Knowledge of judiciary policies, practices, regulations and terminology related to procurement, budget management, planning, execution, and reporting.

• Familiarity with the Judiciary Integrated Financial Management System.

**SALARY AND BENEFITS:**

The starting salary is set at $72,638. This position falls in the Center’s pay band IV which has a salary range up to $131,756. For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed $76,270, may be considered if the candidate furnishes proof that his/her current salary falls above the pay band IV minimum salary of $72,638, in which case the Center would match that salary up to the starting salary limit of $76,270. This is the maximum starting salary, and it is non-negotiable. If the successful internal candidate’s salary falls above the range minimum that salary will be matched up to his/her current salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

The Center provides telework options subject to supervisory and division director approval. However, the position is located in Washington, D.C.

This position does not carry the tenure rights of positions in the competitive civil service.

**APPLICATION PROCEDURES:**

In a cover letter referring to Announcement #20-08, please indicate specifically how you satisfy the mandatory and any of the desirable qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. A cover letter and resume in PDF format is required; one combined PDF document is preferred.

All applications should be submitted by email to:

personnel@fjc.gov
When applying, please refer to Announcement #20-08. This vacancy will remain open until filled but to assure full consideration, applications must be received by September 10, 2020.

**KEY REQUIREMENTS:**

- You must be a United States Citizen, subject to the exceptions enumerated at [http://www.uscourts.gov/careers](http://www.uscourts.gov/careers).
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

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