



DISTRICT OF MAINE
POSITION ANNOUNCEMENT

Position Title: **BUDGET ANALYST**

Employer: U.S. Bankruptcy Court, U.S. District Court and U.S. Probation and Pretrial Services (the successful applicant will provide services to all three court units)

Position Location: Portland or Bangor, Maine

Position Type: Permanent, Full-time

Posted: February 5, 2021

Closes: Open Until Filled (Preference will be given to applications received by February 19, 2021)

Interviews: Expected to begin March 8, 2021

Starting Salary Range: Portland CL-27 Step 1 to Step 25 (\$57,578 - \$71,987 per annum)
Bangor CL-27 Step 1 to Step 25 (\$51,709 - \$64,649 per annum)
Starting salary depends entirely upon qualifications and eligibility. (To qualify at the highest level you must demonstrate skills and knowledge in all representative duties and meet all criteria in years of specialized experience.

POSITION DESCRIPTION

This position is a shared position with the U.S. District Court, U.S. Bankruptcy Court and the U.S. Probation and Pretrial Services Office. The Budget Analyst assists in the formulation of the annual budgets of the District of Maine offices and associated spending plans and assists with policy development regarding budgetary matters. 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.

REPRESENTATIVE DUTIES

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution throughout the District's offices. 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 executives 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 the District'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.
- Conduct various reviews, such as: invoice review, preparation and payment processing; Statement of Accountability reviews and associated actions; Citibank AOPC and Account Review and Reports; Financial System Internal Controls Administration; and review of court unit open obligations.
- 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.
- Space and facilities management as needed.
- All other job-related duties as assigned.

QUALIFICATIONS

Required:

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;
- 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 (18 semester or 27 quarter hours) of graduate study in an accredited university in the field closely related to the subject matter of the position.

Specialized Experience Definition

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

Court Preferred Qualifications:

- The ability to communicate effectively both orally and in writing is critical.
- Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and highly accurate records and files.
- Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.
- Must exercise good judgment, flexibility, and initiative.
- Legal or court accounting experience highly preferred.
- Must be proficient in Word, Excel and other computer systems.
- Prior financial or budget experience in a federal court and working knowledge of JIFMS are highly desired.

NOTICE TO APPLICANT:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be required to undergo a background check and must successfully complete a Moderate Risk Background Investigation (MBI), a five-year investigation with five year periodic updates.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

COMPENSATION:

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS:

The United States Courts for the District of Maine offers a generous benefits package to full-time, permanent employees, which includes:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Paid Parental Leave for the birth of placement of a child (after one year)
- Medical Insurance
- Optional – Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health and Dependent Care Reimbursement Programs

- Public Transit Subsidy Program
- Optional - Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Time in service as employees of other federal agencies, as well as those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

APPLICATION PROCEDURE

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary, employment history and salary history);
- Cover Letter (highlighting skills related to the representative duties as well as position location preference);
- Contact list of three professional references;
- AO78 - Judicial Employment Application (found on our website at <https://www.mep.uscourts.gov/career-opportunities>). Description of Work section of the AO-78 must be fully completed. Indicating "see resume" is not acceptable.

EMAIL: Send a compiled single PDF of the required documents via email to apply@mep.uscourts.gov with "Budget Analyst" in the subject line.

This position will remain open until filled. Preference will be given to applications received by February 19, 2021. Interviews may be held the week of March 8, 2021.

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

The U. S. District Court is an Equal Opportunity Employer