



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Number: FY10-02

VACANCY ANNOUNCEMENT

Position:	Financial Operations Supervisor
Salary:	CL 29 - CL 30 (\$73,785 - \$141,737) commensurate with qualifications, salary, and experience
Closing Date:	February 26, 2010

Position Overview:

The United States Court of International Trade is currently accepting applications for a Financial Operations Supervisor. This position reports to the Financial and Budget Administrator and assists in overseeing and coordinating administrative, technical and professional work related to budget, finance, accounting, and procurement, ensuring compliance with the appropriate guidelines, policies and approved internal controls. The incumbent is responsible for: funds management; payables; collections; disbursements; safekeeping, depositing, accounting and reporting of monies received by the Court. The Financial Operations Supervisor also assists in the development and execution of the Court's budget and provides reports to the Financial and Budget Administrator on the status of funds.

This position is accountable to management for the quality and quantity of work and for assuring efficient and economical operations in the Section. As part of the Management Team, the Financial Operations Supervisor participates in the development, implementation and refinement of office policies, procedures and programs. The incumbent supervises the staff of the Financial and Property Management Section in accomplishing the day-to-day tasks associated with the financial related operations of the Court and acts for the Financial and Budget Administrator in her absence.

Qualifications:

To qualify for the position at the CL 29 level, applicants must have five years of progressively responsible administrative, supervisory, managerial or professional work experience in at least one, but preferably two or more, functional areas of budgeting, accounting, auditing, financial reporting and procurement, including at least one year equivalent to work at CL-28. Applicants must have skill in dealing with others at every level in person-to-person work relationships; the ability to motivate and guide employees in a variety of financial-related matters; skill in working with senior management; the ability to recognize systemic errors and their probable causes; the ability to analyze problems and assess the practical implications of alternate solutions; and the ability to consistently demonstrate sound judgment and high ethical standards. The applicant must possess sophisticated computer skills; have knowledge of the basic concepts, principles and theories of management and leadership; and have the ability to understand the managerial policies applicable to the Court. Experience in financial and accounting systems is highly desired. Effective written and oral communication, including the ability to prepare financial reports, are essential.

At least two years experience supervising/managing financial-related professionals is highly desired. A Bachelor's degree from an accredited college or university in accounting, finance or related field is required.

Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), dental and vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Spending Accounts (FSA), Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP).

Application Procedure:

In a cover letter, please specify how you satisfy the qualifications listed above, along with a detailed résumé and two letters of recommendation. All applications should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, Ref. #FY10-02 or via e-mail to: Human_Resources@CIT.USCourts.gov. Please use only one method of application.

THIS APPOINTMENT IS SUBJECT TO AN FBI BACKGROUND CHECK FOR A HIGH-SENSITIVE POSITION WITHIN THE JUDICIARY
APPLICANT MUST BE U.S. CITIZEN OR ELIGIBLE TO WORK IN THE UNITED STATES
ELECTRONIC FUNDS TRANSFER (EFT) IS MANDATORY FOR PAYMENT OF NET PAY
UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER