



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA  
CAREER OPPORTUNITY**

Position Title:	Budget Analyst
Vacancy Number:	22-04
Position Type:	Full-Time, Permanent
Location:	Cedar Rapids, Iowa
Salary Range:	\$52,967 - \$86,084 (CL 27) Depending upon qualifications and experience
Opening Date:	April 29, 2022
Closing Date:	May 27, 2022

**POSITION OVERVIEW:**

The Budget Analyst assists in the formulation of the annual Clerk's Office budget and associated spending plan 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 Clerk's Office. 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 executive on a monthly basis 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 clerk'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.
- 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.
- Assist in the development and maintenance of a system to provide for the appropriate investment of registry funds. Ensure that all orders of the court involving the registry fund account are carried out promptly and accurately, and perform the requisite accounting for same.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Applicants must possess a high school diploma or equivalent. A bachelor's degree from an accredited college or university is preferred. Experience in the area of financial management and administration such as accounting, auditing, or financial reporting; knowledge of financial and automated systems; the ability to handle financial issues in a confidential manner;

unquestionable integrity; excellent written and oral communication skills, including the ability to relay financial data clearly to non-financial personnel; ability to problem solve and exercise mature and decisive judgment; must possess a professional and positive attitude; and be dependable and detail-oriented with superior organization and analytical skills.

### **COURT PREFERRED SKILLS/QUALIFICATIONS**

- CPA or bachelor's degree in accounting, finance, or related field from an accredited college or university; knowledge of government accounting practices, procedures, and principles; knowledge of legal terminology, federal court processes, and functions of the court.
- Knowledge of the Judiciary Integrated Financial Management System (JIFMS).

### **BENEFITS:**

Federal benefits include paid vacation and sick leave, (11) paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a tax-deferred savings plan.

### **ADDITIONAL INFORMATION:**

- The United States District Court requires employees to adhere to a code of conduct and business dress code which is available upon request.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.
- Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.
- The position will be open until filled and may be closed without further notice.
- All Clerks Office employees are excepted service appointments and as such are "at will" employees that can be terminated with or without cause by the Court at any time and are also subject to continued funding.
- The Court is an equal opportunity employer which encourages minority applicants.
- The applicant selected for this position will be required to submit to and successfully complete a full background investigation which includes fingerprinting, criminal record checks, and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation similar to the initial one. Selectee will be hired provisionally pending a successful completion of the investigation. Unsatisfactory results may result in termination of employment. Applicants must be a U.S. citizen or eligible to work in the United States.
- The U.S. District Court provides reasonable accommodations to applicants with disabilities.
- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

- All employees of the U.S. District Court (except Law Enforcement Officers) are considered “at will” employees and may be terminated with or without cause.

## **HOW TO APPLY:**

Candidates wishing to apply must submit an application packet that describes their interest in the position as well as any relevant education, experience, skills, or abilities that they believe makes them uniquely qualified for the position.

To be assured consideration for this position, application packets must contain all of the following required documents:

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of this position
2. Completion and submission of the AO78-Federal Judicial Branch Application of Employment. The application can be accessed at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with three references

All application documents should be emailed in one PDF format to:

[applications@iand.uscourts.gov](mailto:applications@iand.uscourts.gov)

## **PLEASE NOTE:**

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Only applicants who are interviewed in person will receive a written response regarding their application.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. District Court may elect to select a candidate from the original qualified applicant pool.

**The United States Courts is an Equal Employment Opportunity employer.**