

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
PROBATION OFFICE**

EMPLOYMENT OPPORTUNITY

POSITION: Budget Analyst

LOCATION: Savannah, Georgia

VACANCY ANNOUNCEMENT: 09-03-USPO

STARTING SALARY: CL 27/1 to CL 27/61 (\$45,125 to \$73,340 annualized) depending upon qualifications. Potential salary progression to CL 28 without further competition.

OPENING DATE: May 22, 2009

CLOSING DATE: June 29, 2009

POSITION OVERVIEW:

This is a full-time position located in the United States Probation Office, Southern District of Georgia, Savannah Division. The budget analyst provides support to the financial operation of the Probation Office, including the development and justification of budget requirements and the execution of approved budgets.

REPRESENTATIVE DUTIES:

- Develops budget estimates to fund all operating costs of the court unit. Assists in the preparation of justification for each object class and helps in the preparation of the overall budget summary justification.
- Presents the budget request to court authorities, and submits amendments and other supplemental information as required.
- Develops and monitors spending plans once the budget allotment is received. Recommends reprogramming actions for emergencies and other actions which cause shortfalls. Prepares justification(s) for supplemental requests of additional allotments.
- Prepares recurring reports of obligations and expenditures for managers.
- Develops local policy and procedures for budget administration within the court unit, which establishes the budget cycle in terms of action dates on estimates, formats, required justification, and the like.
- Performs financial accounting work, which includes the proper posting and reconciliation of ledgers and accounts, receivables, purchase orders, accounts payable, and budgeting.
- Other duties as assigned.

QUALIFICATIONS:

Applicants must have a bachelor's degree in accounting, finance, or a related field, and have a minimum of three years specialized professional/administrative experience in budgeting, accounting, auditing, or a related field. Incumbent must possess strong organizational, analytical, and verbal/written communication skills. Attention to detail, accuracy, exceptional computer skills, and technical expertise are required. Incumbent must also have the ability to collaborate and work effectively with all levels of the court staff.

CONDITIONS OF EMPLOYMENT:

Applicants considered for the position will be required to undergo a background investigation, which includes an FBI fingerprint check and a credit check.

EMPLOYEE BENEFITS:

The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Disability Plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

APPLICATION PROCESS:

Submit cover letter and detailed resume with salary history and three professional references by mail to the following address :

United States Probation Office
Attn: Personnel Specialist
Vacancy Announcement 09-03-USPO
P.O. Box 8165
Savannah, GA 31412

Only applicants who are selected to proceed to the next step will be contacted.

**THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.
THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**