

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



## POSITION VACANCY ANNOUNCEMENT

<b><u>Vacancy #:</u></b>	CAFC 24-02
<b><u>Posting Dates:</u></b>	Open until filled
<b><u>Position Title:</u></b>	Finance and Procurement Supervisor (Financial and Procurement Manager)
<b><u>Grade/Salary:</u></b>	CL 28 – CL 30 (\$79,339 - \$181,228) Salary determined by qualifications and experience as outlined below. Promotion up to CL 30 may occur without further posting or competition.
<b><u>Position Location:</u></b>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place NW, Washington, DC 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [visit our public website](#).

### **Position Overview**

The Finance and Procurement Supervisor (Financial and Procurement Manager) performs professional and supervisory work related to day-to-day financial, procurement, budget, and property management for the Finance and Procurement Office (FPO). The incumbent serves as a first-line supervisor over FPO employees and ensures compliance with appropriate guidelines, policies, and internal controls. The Finance and Procurement Supervisor (Financial and Procurement Manager) position is a member of the Administrative Services Office (ASO) management team and assists the unit manager with the overall planning and management of the ASO. This position reports directly to the Assistant Circuit Executive for Administrative Services and is expected to work on-site in Washington, D.C., with limited telework availability.

Responsibilities include, but are not limited to:

- **Functional Management:** Manage, develop, and mentor staff involved in financial, procurement, budget, travel, and property management activities, including establishing standards, assigning, and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the section's functions. Establish work procedures, conduct staff meetings, provide information, and delegate and allocate work fairly and consistently. Adjust priorities and deadlines, as

needed, for the completion of goals and coordinate work schedules and coverage needs within functional areas of responsibility. Oversee work products and processes and provide guidance as required. Monitor and evaluate the quality of work, level of compliance, or staff activities within the section. Ensure employees receive process and procedural systems training, including initial, updated, or remedial training.

- **Financial and Travel Management:** Serve as level one certifying officer for all court payment documents to include travel vouchers, vendor invoices, and miscellaneous staff reimbursements. Review all payment documents for accuracy of completion to include proper supporting documentation and signatures and compliance with judiciary and local policy. Manage the reconciliation and analysis of accounting records, consisting of a cash receipts journal and deposit fund, as well as subsidiary ledgers non-appropriated funds and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by the Chief Judge, senior management, Administrative Office of the U.S. Courts, U.S. Treasury, financial institutions, or other organizations/agencies. Manage the control over cash registers, as well as collecting and reconciling cash drawers daily. Supervise financial staff in counting monies received, processing receipts, and deposits in appropriate bank accounts. Manage the receipt, review, and processing of travel vouchers. Ensure expenditures are appropriate, mathematically accurate and billed against proper fund and budget object codes. Communicate with judges and court staff to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers. Oversee the court's travel card program. Ensure compliance with federal judiciary financial regulations and procedures. Assist in establishing and maintaining financial controls to mitigate risk, including developing and implementing policies and procedures to safeguard the court's financial assets.
- **Procurement and Property Management:** Serve as the court's senior contracting officer and review all major procurement for accuracy ensuring the contracts for any purchase are timely recorded and include all necessary documentation in compliance with Volume 13 of the *Guide to Judiciary Policy* and local policy. Oversee the court's purchase card program. Act as liaison between the court and the Procurement Management Division for the Administrative Office of the U.S. Courts. Develop standard operating procedures for procurement and the receipt of goods and services and ensure procedures are reviewed annually and updated accordingly. Supervise the procurement of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Supervise the preparation of specifications, solicitations, requests for information, and proposals or quotations confirming that they are thorough, clear, and meet customer needs. Ensure procurement staff conducts thorough research and evaluates suppliers based on price, quality, selection, service, support, reliability, production, and history. Assist court management with researching products and equipment and preparing specifications. Evaluate and monitor contract performance, ensuring compliance with contracted obligations and resolve conflicts effectively. Ensure that all contracting officers are properly trained, and that certification and continuing education is current. Supervise the planning and coordination of delivery and installation for purchases. Assist in maintaining the court's Master Personnel Property Record (MPPR) by ensuring procurement staff is entering receiver documents accurately and in a timely manner. Supervise the disposal process and validate disposal records for completion and correctness.
- **Budget Management:** Coordinate the development of the annual spending plan in conjunction with the Chief Judge and senior management. Assist with the preparation of all required Congressional budget documents including the Yellow Book, budget narrative, summary tables, and Hill financial plan. Review regularly the electronic status of funds to determine where shortfalls or overages exist and where reprogramming actions are necessary. Recommend and direct action on reprogramming between budget object codes. Supervise the review of current and prior year open obligations and ensure budget activities are being performed in a timely manner. Verify that obligations and

expenditures are in accordance with the spending plan and regulatory controls are within amounts programmed. Serve as the liaison between the Chief Judge, senior management, and court units for all budget related matters. Review monthly budget reports and ensure reports are submitted in a timely manner. Review current and prior year spending plans and other budget reports to analyze trends, forecast spending, and make recommendations to the Chief Judge and senior management to aid in strategic planning.

- **General Supervisory Responsibilities:** Communicate and respond to requests from judges, chambers staff, and management about financial management, procurement, budget, and property management activities. Communicate clearly and effectively, both orally and in writing, to explain complex financial management, budget, and acquisition concepts to individuals and groups with varying experience and backgrounds. Interact effectively with vendors and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, senior court staff, court management and staff, while maintaining confidentiality. Develop, implement, and maintain written procedures for assigned functions. Comply with, and maintain awareness of, the *Guide to Judiciary Policy*, applicable Administrative Office of the U.S. Courts' policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

### **Required Qualifications**

At a minimum, candidates must possess a high school diploma or equivalent and specialized experience as outlined below.

- **CL 28 (\$79,339 - \$128,992):** Candidates must possess at least three years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of financial and/or procurement management such as budgeting, accounting, auditing, procurement, or financial reporting.
- **CL 29 (\$94,359 - \$153,366):** Candidates must possess at least three years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of financial and/or procurement management such as budgeting, accounting, auditing, procurement, or financial reporting. At least one of the three years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. In addition, at least one year of specialized experience must have been at or equivalent to the CL 28 (GS 12).
- **CL 30 (\$111,507 - \$181,228):** Candidates must possess at least four years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of financial and/or procurement management such as budgeting, accounting, auditing, procurement, or financial reporting. At least two of the four years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. In addition, at least one year of specialized experience must have been at or equivalent to the CL 29 (GS 13).

### **Required Competencies**

- Demonstrated ability to coordinate and interact with a wide range of stakeholders, including judicial officers or senior executive leadership.
- Experience using Microsoft 365 applications, including SharePoint, in an office environment.

- Demonstrated strong writing and editing abilities in a professional environment.
- Demonstrated ability to work in a fast-paced and frequently changing environment.

### **Preferred Competencies**

- Completion of a Bachelor's or master's degree in accounting, finance, business, or related field.
- Experience working in the federal judiciary.
- Knowledge of and experience with the Judiciary Integrated Financial Management System (JIFMS).
- Prior financial, budget, procurement, or accounting experience, preferably in government/public sector.
- Completion of a Federal Judicial Center (FJC) leadership program or Institute for Court Management (ICM) Certified Court Manager/Certified Court Executive program.
- Completion of the Certified Government Financial Manager (CGFM) program.

### **Application Process**

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the required knowledge, skills, abilities, and/or experience that would make them well qualified to fill this position.
2. Resume outlining educational background, employment history, and other relevant information.
3. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
4. Completion of the online cognitive and customer service test.

Once you have the cover letter and résumé (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above):

<https://www.ondemandassessment.com/link/index/JB-IHI38JNCA?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov).

### **Benefits Information**

A generous benefits package is available to full-time permanent court employees including:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance; Health Care Reimbursement (HCRA) and Dependent Care Reimbursement (HCRA).
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- For more benefit information visit the [Judiciary's Benefits Page](#).

### **Additional Information**

Only those applicants selected for an interview will be contacted and must travel at their own expense if an on-site interview is necessary. The court reserves the right to modify the conditions of this

announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This position is on-site in Washington, DC with telework opportunities per the Court's guidelines. This is an Excepted Appointment and At Will position. Federal government civil service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI fingerprint and background check. This position is subject to EFT (direct deposit of earnings).

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.