



**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF FLORIDA**

**VACANCY ANNOUNCEMENT
No. 2019-07**

OPENS: April 15, 2019

CLOSES: Until filled.

**Preference will be given to applications
received by April 29, 2019.**

DUTY STATION:

Tampa, Florida

POSITION:

Budget Analyst

SALARY RANGE:

\$45,321- \$80,933 (CL 26/1 - CL 27/61)

***commensurate with qualifications and experience.**

Position Overview:

The Budget Analyst assists in the formulation of the annual Probation Office budget and associated spending plan and assists with policy development regarding budgetary matters. The incumbent performs a full range of research and analyses, and conducts audits on data and trends to develop and justify budget recommendations for the CUE and executes approved budget plans. The Budget Analyst maintains oversight of funding allotments and associated spending and recommends and makes appropriate adjustments as required. The incumbent prepares, updates, and analyzes budget records and other ad hoc reports.

Representative duties:

Executes and monitors spending plans once the budget allotment is received. Recommends reprogramming actions for emergencies and other actions to cover projected shortfalls. Prepares justification(s) for supplemental requests of additional allotments. Participates in advance review and approval of major purchases.

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.

Maintains oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.

Prepares and electronically submit the Electronic Status of Funds reports on a monthly basis, as required. Maintains approved Electronic Status of Funds reports and any supporting documentation in a chronological file by fiscal year.

Reviews and/or performs accounts payable duties. Processes and pays bills and invoices.

Ensures accruals are calculated, documented, and processed monthly.

Prepares and maintains complex financial and statistical reports related to budgetary obligations and expenditures and projections for the same. Ensures all reports required by the Administrative Office are submitted to the appropriate office in a consistent and timely manner.

Participates with a team to review and conduct the annual internal audit of Probation's business processes to assess operational efficiency and compliance with regulations.

Assists with reviewing audit findings with management and monitors corrective action of deficiencies identified in the audit.

Maintains local records for all budgets, financial activities, to include, procurement and accounts payable for the unit.

Performs other duties as assigned.

Minimum Qualifications and Experience:

A bachelor's degree from an accredited college or university in accounting, finance or business is **preferred** and at least two years of specialized experience in one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting.

The successful candidate must have experience in the use of Microsoft Excel.

Personal Characteristics and Skills:

The Middle District of Florida strives to maintain and grow a productive, progressive, and positive culture, and we recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, and be accountable.

Candidates must have a comprehensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts. Skill and accuracy in working with numerical calculations. Skill in recording invoices, vouchers, and records of payment. Comprehensive knowledge of judiciary budget policies, processes, reports, and relevant guidelines for each area of operation within the court unit. Ability to independently analyze financial operations and develop recommendations for improvements. Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.

Conditions of Employment: The selectee will be appointed provisionally, pending the results of an FBI background investigation and a favorable suitability determination by the Chief Probation Officer. The incumbent will also be subject to periodic reinvestigations.

Applicant must be a U.S. citizen or a permanent resident seeking citizenship.

Work is performed in an office setting. Travel maybe required to other offices in the district and to other locations.

Benefits:

- Paid sick and vacation
- Participation in health insurance program
- TSP (similar to a 401K)
- Minimum of 10 paid holidays
- Salary progression based on acceptable performance
- Mandatory Electronic Fund Transfers

Application Procedure:

Candidates **must** submit a cover letter, application, and resume. To obtain a copy of the application, paste this link into your browser address bar.

<https://www.flmp.uscourts.gov/sites/flmp/files/application1v3.0.pdf>

Application packet should be mailed to:

U.S. Probation
HR Manager (#2019-07)
3036 S. Falkenburg Road
Riverview, FL 33578

Please reference vacancy announcement **No. 2019-07** in your cover letter.

Due to the volume of applications received, receipt of individual applications will not be acknowledged. Only the most qualified applicants will be contacted for an interview. Persons selected to interview will be required to travel at their own expense.

Incomplete applications will not be returned, retained, or considered. The position(s) will be filled in accordance with the Employment Dispute Resolution Plan (EDR) as adopted by the United States District Court for the Middle District of Florida.

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

