

**\*\*\*\*\*CAREER OPPORTUNITY\*\*\*\*\***



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

**VACANCY ANNOUNCEMENT**

Position Title: Financial Administrator (Full-time)  
Location: Savannah, Georgia  
Opening Date: October 18, 2010  
Closing Date: November 8, 2010  
Starting Salary/Range: \$45,928 - \$106,399 (CL27 - CL29)

Position Announcement No. 10-09

\* Salary commensurate with qualifications

**POSITION OVERVIEW**

The Southern District of Georgia comprises six divisional offices and serves a 43-county area. The Savannah divisional office is the headquarter office with a staff of sixteen deputy clerks and serves three judicial officers and their staff. This position reports directly to the Clerk of Court. The individual selected for this position must have thorough knowledge and skill using the Windows operating system. Court, legal or other applicable experience is helpful but not required. A Degree is preferred in Finance or Accounting.

The individual selected for this position will be required to perform, but not be limited to, the following duties.

The Financial Administrator performs and coordinates administrative, analytical, technical and professional work related to financial and accounting activities of the court. The incumbent provides support for the entire district regarding financial and budget matters and is responsible for the financial operation and preparation of the unit's budget. The incumbent provides guidance to other budget specialists within the district. The Financial Administrator ensures the court's compliance with internal controls and regulations affecting financial and budget processes and their interaction with internet controls and regulations affecting financial and budget processes and their interaction with other court records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements and assists with policy development regarding financial and budget matters. The incumbent oversees the work of financial and budget support staff.

## BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified applicants need only apply. Please send resumes to:

Human Resources Department  
Clerk, U.S. District Court  
Southern District of Georgia  
125 Bull Street, Room 306  
Savannah, Georgia 31401

**No phone calls please. No faxed resumes.**

All applicants must be U.S. citizens or eligible to work in the United States.

All employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

**EQUAL OPPORTUNITY EMPLOYER**