

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Fiscal Management Officer</u>	Classification Code:	<u>00646500</u>
Salary Range:	<u>Gr. 8832A \$65,249 - \$73,966</u>	Reference Position Number:	<u>2729-10000-#461</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>February 1 – 10, 2012</u>
Division/Section/Unit:	<u>Judicial/ Supreme Court</u>	Job Location:	<u>RITT – Cranston, RI</u>
Shifts and Days:	<u>Monday - Friday 1st</u>		
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:	_____		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |

***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

This position reports to the Assistant State Court Administrator for Finance and Budget. Responsibilities include but are not limited to:

- Develop, submit and negotiate the Indirect Cost Rate and Cost Allocation Plan in accordance with OMB Circular A-87 for submission to cognizant federal agency
- Utilizing the certified rate and accepted cost allocation plan methodology, develop and submit quarterly financial reimbursement request for federal grant activity by the 15th day after the fiscal quarter ends.
 - >Monitor reimbursements to ensure timely draw down of funds
- Request and File monthly time certification sheets for all employees dedicated 100% to federal grants
 - >Notify Supreme Court Employee Relations Office and Supreme Court Finance and Budget Office of any changes in federal grants
 - >Develop journal entry request for processing at Supreme Court Finance and Budget Office to adjust for any staff changes
- Work with both state and federal auditors and agencies regarding any financial matters that involve federal funding
- Monitor all federal funded related transactions to ensure proper funding source and natural accounts are used and within the scope of the grant
- Complete Time and Effort Activity Reports as needed
- Assist in the development of the Judiciary's budget request of all federal funds
- Research grant funding opportunities and assist in application submissions
- Any and all other related duties as assigned by the Assistant State Court Administrator for Finance & Budget

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Bachelor's degree in finance or accounting from an accredited college or university with five years of finance experience and grant administration preferred. Working knowledge of federal grant reporting requirements; experience with State's financial system RI-FANS; demonstrated ability to work under strict deadlines; strong organizational and communication skills; proficiency in Outlook, Microsoft Office and Excel required.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Marisa P. White
Assistant State Court Administrator, Employee Relations
250 Benefit Street
Providence, RI 02903
Fax: 401-222-2625

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.

CS-376 Rev. (2/05)