



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

POSITION: Financial Specialist

VACANCY NO: 2016-11

POSITION INFORMATION: Full-time-Permanent/Excepted Service

SALARY RANGE: CL 25/26/27 (\$42,743 - \$84,056)
This position is graded at the CL25 level and has promotion potential to the CL 27 level. The starting salary at the CL 25 level is determined by qualifications, prior/present pay history/grade and any previous federal government experience.*

LOCATION: Washington, DC

Opening Date: November 8, 2016

Closing Date: November 22, 2016

POSITION OVERVIEW

This position is located in the Administrative Services Division Financial Department of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Financial Specialist reports to the Financial Administrator.

The Financial Specialist is responsible for assisting in the support of the financial operations of the court. This work requires processing high volumes of financial transactions, interpreting and applying complex rules and regulations, maintaining a high level of processing accuracy, attention to detail and timeliness, and providing excellent customer service.

The incumbent has daily contact with the judges, court managers and staff, Administrative Office personnel, attorneys, bank personnel, and the general public and will perform a full range of duties.

Grade Appointment:

Appointment is expected and this position is currently graded at the CL 25 level however this position has the promotion potential* up to the CL 27 grade level.

**The United States District and Bankruptcy Courts for the District of Columbia Clerk's Office supports the promotion and advancement of its employees but has no obligation to provide future promotions to the selected applicant. Future promotions are contingent upon on the employee's ability to perform the duties at a higher level, the continuing organizational need for an employee assigned to the higher level, and the approval of the Clerk of Court.*

DUTIES AND RESPONSIBILITIES SUMMARY

Described at the CL 25 Grade Level:

The Financial Specialist position provides a full range of financial support services to the court and is responsible for funds received and disbursed by the court as well as other financial transactions and processing.

The entry level of this position provides cashiering in the FAS₄T system for district court and assists with the CR/ECF closeout for bankruptcy court. The following list of duties and responsibilities is considered CL 25 entry level. As the incumbent's knowledge, skills and abilities are developed, more complex duties and responsibilities will be assigned:

Maintains, reconciles and analyzes accounting records, consisting of a cash receipts journal, registry funds, and deposit funds as well as subsidiary ledgers for allotments and other fiscal records.

Reviews and/or performs accounts payable and accounts receivable duties; has responsibility for the accuracy and accountability of monies received and disbursed by the court.

Prepares, updates, examines and analyzes a variety of reports as requested.

Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.

Reviews travel vouchers for payments related to expenses incurred by the court for appropriateness of payment.

Responsible for files and documents related to the monetary aspects of Bankruptcy case management.

Prepares reports and forms by compiling information. Uses accounting software (FAS₄T and FinSys) and systems to record, store, and track information.

Serves as primary point of contact and administrator for SmartBenefit and benefits.

Complies with guidelines, procedures, and policies established by the Administrative Office and the court unit. Gives advice and explains requirements of the *Guide to Judicial Policy* as they relate to proper receipt and disbursement of funds.

Maintains control over cash drawer. Collects funds and balances cash drawer daily.

Counts monies received and processes receipts in appropriate case accounts.

Processes and pays bills and invoices incurred in court units. Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.

Adds cases and case information for civil and criminal debt. Processing payments that are supported by registry orders. Debits, credits, and totals accounts on spreadsheets, databases, and financial software used by the court unit.

Processes victim restitution payments, including processing incoming checks; compiling necessary information; processing returned checks and returned mail; and, providing customer service to victims and their representatives. Works with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.

Processes vouchers and payments for Criminal Justice Act panel attorneys, jurors, trustees, and other similar vouchers. Receives, reviews, and prepares payment vouchers received; and, enters data into automated check writing/accounting systems.

Assists with preparing reports and forms by compiling information. Uses accounting software and systems to record, store, and track information.

Complies with guidelines, procedures, and policies established by the Administrative Office and the court unit. Gives advice and explains requirements of the *Guide to Judicial Policy* as they relate to proper disbursement.

Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accepts responsibility for files and documents related to the monetary aspects of case management (e.g. registry orders, Judgments in a Criminal Case, etc.).

Responsible for completing any special projects as needed.

Performs other duties as assigned.

EDUCATION AND QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Prospective candidates should have a minimum of two years of responsible financial experience and a solid knowledge of automated accounting systems.

Experience should include: progressively responsible clerical experience, routine use of keyboard skills, the application of accounting terminology, processing work in an accounting and/or financial system and the demonstrated ability to apply a body of rules, regulations, directives, or laws.

The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and highly accurate records and files.

Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

Legal or court accounting experience highly preferred, but not required.

Must be proficient in Word, Excel and other computer systems. Experience using FAS₄T or similar accounting or financial systems is a plus.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year

- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement
- On-Site Employee Gym

For more detailed information about federal court benefits please go to www.uscourts.gov.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

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

Final candidates must be able to pass a security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of a: (1) completed AO 78- Application for Judicial Employment, (2) a resume detailing all relevant experience, education and skills and (3) a cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

The Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Suite 1525

Washington, DC 20001

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

The AO 78- Application for Judicial Employment form can be located on the court internet site, <http://www.dcd.uscourts.gov/employment>

If your application packet does not provide **all** materials requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified.

Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer