



UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA

JOB OPPORTUNITY

Announcement No.: 2019-07

Position Title: Financial Specialist

Grade/Salary Range: CL-25/26/27 (\$44,971 – \$88,485)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service
(More than one position may be available)

Area of Consideration: Open to all qualified individuals

Open Date: March 26, 2019

Closing Date: April 30, 2019

How to Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement. **Applicants, who previously applied to vacancy announcements 2018-10 and 2018-13 for Financial Specialist need not reapply.**

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2019-07)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail to: jobs@dcp.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

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 a 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.

DUTIES AND RESPONSIBILITIES

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 CR 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 for work or training related travel for appropriateness of payment.

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

Uses accounting software (JIFMS, JFinSys, DOS based legacy systems) and systems to record, store, and track information.

Serves as point of contact and administrator for SmartBenefit transit subsidy program.

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 financial statements according to established procedures.

Adds cases and case information for civil and criminal debt. Processes payments that are supported by registry or unclaimed funds 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 to process returned checks and returned mail, and provide 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. Creates payment vouchers for reimbursement of CJA transcript expenses for court reporters.

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.

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.

QUALIFICATIONS

Required Education: A bachelor's degree from an accredited four-year college or university is required.

Required Specialized Experience:

To qualify for the CL-25: The candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-24.

To qualify for the CL-26: The candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-25.

To qualify for the CL-27: The candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-26.

Specialized experience includes progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. For example, progressively responsible experience in at least one but preferably two or more of the functions areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

Preferred Experience: 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.

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

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to 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 the Thrift Savings Plan, the Federal Employees' Health Benefits, the Federal Employees' Group Life Insurance, the Flexible Benefits Program, the Commuter Benefit Program, and Long-Term Care Insurance
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health (FOH)/Employee Assistance Programs
- Work Life Services
- On-site Health Unit

For more detailed information about federal court benefits please go to <https://www.uscourts.gov/careers/benefits>.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia 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 Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and must successfully complete a Moderate Risk Background Investigation (MBI), a five year investigation with five year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.