

**The United States District Court
Southern District of Florida
Notice of Vacancy**

Position: Financial Specialist - Temporary 1 year 1 day appointment*
Announcement No: 2011-CLK-02
Location: Miami, Florida
Salary Range: \$40,145 - \$65,293 (CL25) commensurate with experience
Opening Date: October 22, 2010
Closing Date: November 5, 2010 or until filled

*** Please note position may become permanent, further advertisement is not required.**

Position Overview: Financial Specialists perform work related to the financial, accounting, and budgetary activities of the court, ensuring compliance with appropriate Judiciary guidelines, policies, and internal controls. This is a generalist position and the incumbent may be assigned to projects, as needed, or transition between both the budget and financial accounting areas.

Representative Duties:

- Review vouchers for expenses related to various expenses incurred by the court and court staff for adherence to applicable policies and governing guidelines. Enter data into accounting systems and electronic spreadsheets. Disburse funds to pay various invoices.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Use accounting software, automated systems and databases to complete work, record, store, and track information. Communicate with individuals in court units to respond to questions, problems, as related to financial, budget and accounting activities. Assist in developing and maintaining a system of internal controls which assures proper segregation of accounting functions.
- Assist in processing budget estimates to fund operating costs of the court unit. Assist in the preparation of justification for each objects class and preparation of the overall budget summary justification. Maintain records on all expenditures, obligations, and balances.
- Provide input to local policy and procedures for financial, accounting and budget administration within the court unit, which establishes the accounting cycle in terms of action dates on estimates, formats, required justification, and the like.
- Maintain and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, pre and final check registers, as well as subsidiary ledgers for allotments and other fiscal records. This includes input of transactions, performing trial balances, and reconciling the accounts through the automated system. Counts monies received and deposits in the appropriate bank accounts.
- Maintain control over unit cash register(s) and maintain inventory and distribution of controlled items such as receipts and other items stored in the vault.
- Assist authorized signatory in posting collateral for monies deposited in excess of Federal Deposit Insurance Corporation limits. Ensure that all orders of the court involving the registry fund account are carried out promptly and accurately. Maintain the system for investment of registry funds.
- Prepare and analyze a variety of reports, charts, graphs and tables for the clerk's office, the Administrative Office, and various other agencies.

Qualification Requirements:

Requires one year of specialized experience. Specialized experience is defined as: Progressively responsible clerical or administrative experience that provides knowledge of the rules, regulations, practices and principles, of financial and accounting systems or other computer based systems and applications. Requires experience in functional areas of financial administration, accounting, auditing, and/or budgeting that provided a knowledge of the theories, rules, regulations, and terminology of the areas of financial and budget administration and organizational internal controls. Requires knowledge and experience using automated financial systems to perform day-to-day activities. Requires a familiarity with internal controls related to cash handling. Proficiency with Excel spreadsheet software is required. Experience and skill in the use of automated equipment including spreadsheet, word processing, and database applications is essential. To qualify for the CL 25 level, candidate must have one year of specialized experience equivalent to work at the CL 24 level.

Preferred Experience: Preference will be given to applicants with:

- Bachelors Degree or advanced degree in Accounting or a related field.
- Accounting experience in a financial/banking setting or financial/asset management company.
- Government financial office experience.

Desirable Characteristics

Successful candidate should be: mature, responsible, poised, possess tact, good judgment, initiative, and maintain a professional appearance and demeanor at all times. Must be able to work harmoniously with others, and communicate effectively, both orally and in writing. Must be flexible, a quick learner and adapt to unanticipated needs and problems.

Background Investigation:

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Organizational Relationship: This position is assigned to the Clerk's Office, U. S. District Court, Southern District of Florida, Miami, FL, and reports to the Financial Manager.

Employee Benefits:

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Court employees enjoy the same benefits as other Federal Government employees such as:

- Accrue paid vacation days based length of service and enjoy ten paid national holidays during the year.
- Participation in pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts.
- Participation in a retirement program along with investment opportunities through the Thrift Savings Plan (similar to a 401K)
- Electronic funds transfer (EFT) participation is required for payment of net pay.

Application Requirements:

Submit required application documents noted below electronically** in PDF (preferred), WordPerfect or Word format noting the Announcement Number in the subject line, and **email to: flsd_hrmail@flsd.uscourts.gov**. **If all items listed below are not received; your application will not be considered. Do not copy and paste your resume to the email.**

All applicants MUST complete an AO78 - Application for Judicial Branch Employment available on the District Court Internet site: www.flsd.uscourts.gov -- under Applicant Information.

- Include a detailed resume, including salary history, and personal email address.
- Include a written statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

United States District Court - Human Resources
400 North Miami Avenue, Room 8S47, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

Only qualified applicants will be considered for this position
The Federal Courthouse has been designated a non-smoking area.
Applicant must be a U.S. Citizen or eligible to work in the United States

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER