



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Orlando Division**

**VACANCY ANNOUNCEMENT
Financial Specialist
CL 26 - \$41,786 - \$52,252 to start**

Vacancy Announcement No. 12-14 Closes: Open Until Filled Available: Immediately

This position is for a one year one day term with benefits and the possibility of becoming a permanent position

Introduction

This position is located in the Clerk's Administrative Office in Orlando Florida. The incumbent's duties will include performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls.

Representative Duties

- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Process victim restitution payments. Process incoming checks. Compile necessary information, produce, and mail payments. Maintain ledger of restitution payments and ensure that victims receive payments. Process returned checks and returned mail. Provide customer service to victims and their representatives. Work with U.S. Attorney's Office and U.S. Probation to reconcile criminal debt accounts and receivable records.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Advises department manager on systems enhancements to financial databases in tracking various ledgers, as well as integrating related administrative functions of the court through automation.
- Coordinate work efforts with other financial deputies in the financial unit.
- Performs other duties as assigned

Minimum Qualification Requirements

Requires high school diploma and preferably related college degree. A minimum of four 4 years of progressively responsible experience in accounting operations for organizations or government agencies. Position requires strong office and organizational skills; solid data entry and computer skills; typing of 45 wpm; excellent verbal/written communication skills.

Information for Applicants

Submit cover letter, resume and completed Application for Judicial Employment to Human Resources Manager, Clerk's Office, Attention: 12-14, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed.

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

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

The selected candidate will be subject to a background check as a condition of employment.

Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.