

Position Title: Financial Specialist

Announcement Number: 13-1

Court Name: U.S. District Court - Middle District of North Carolina

City: Greensboro

State: NC **Court Website:** www.ncmd.uscourts.gov

Permanent Position: YES

Job Grade: CL-26

Salary Min: \$41,786 **Salary Max:** \$67,951

Open Until Filled: YES

Full Description:

The Financial Specialist prepares, updates, and analyzes a variety of accounting records, financial statements and reports. The successful candidate will be self-motivated, articulate and detail oriented. This position requires professionalism, discretion, flexibility, initiative, and commitment. The Financial Specialist works closely with other clerk's office employees in several departments, and interacts with outside agencies as well as the public.

Representative Duties:

- Creating and managing restitution accounts, including setting up accounts, processing incoming checks, maintaining ledger of restitution payments and ensuring that victims receive payments.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.

Qualifications:

General Experience:

Ability to interact effectively with others and to communicate effectively (orally and in writing). Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems. Must be able to

accurately and quickly enter information into financial programs.

Preferred Experience:

Preference will be given to applicants with:

- Bachelor's 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.

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.

Benefits:

Employees of the U.S. District Court are entitled to benefits which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. Applicants must be U.S. citizens or eligible to work in the United States.

How to Apply:

Qualified applicants may submit a detailed resume with salary history and 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 Qualifications section.

to:

U. S. District Court
Attn: Human Resource
Specialist
PO Box 2708
Greensboro, NC 27402

Applications should be received no later than October 8, 2013. Travel and relocation

expenses will not be reimbursed.

The U.S. District Court for the Middle District of North Carolina is an Equal Opportunity Employer and Values Diversity in the Workplace.