

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources



Position: Financial Specialist
Announcement No: 2023-CLK-09
Duty Station: Miami, Florida
Salary: \$46,629-\$75,821 (CL 25) commensurate with experience and prior federal service (Multiple positions may be filled from this vacancy)

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 as needed, the incumbent may be assigned to projects and/or may transition between both the budget and financial accounting areas.

Representative Duties

- Review vouchers related to various expenses incurred by the court, court staff, and others performing work for the court for adherence to applicable policies and governing guidelines. Enter data into accounting systems and electronic spreadsheets. Disburse funds to pay various invoices.
- Compile the information necessary to process victim restitution 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.
- 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.

Important Dates

Opening: 12/6/2023

Closing: Open Until Filled

First Review date: 1/9/2023

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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- Receive, review, and process CJA vouchers. Check figures, postings, and documents for accuracy and compliance. Communicate with individuals to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- 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 and accounting 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. Count monies received and deposits in the appropriate bank accounts.
- Prepare and analyze a variety of reports, charts, graphs and tables for the Clerk's office, the Administrative Office, and various other agencies.
- May perform cashier duties, and other duties as assigned.

Qualification Requirements

One year of specialized experience; or One of the following educational accomplishments: • Completion of the requirements for an associate degree from an accredited school in a related legal field such as paralegal studies, pre-law, or criminal justice; • Completion of the requirements for a bachelor's degree from an accredited school in a related legal field such as paralegal studies, pre-law, or criminal justice; or • A current paralegal certificate from an accredited provider.

Specialized experience is defined as: Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provides knowledge of rules, regulations, and terminology of financial administration. Requires experience in budget administration and organizational internal controls. Knowledge and experience using automated financial systems to perform day-to-day activities is required. 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.

Preferred Qualifications/Court Preferred Skills

Preference will be given to applicants who possess a bachelor's degree or advanced degree in accounting or a related field. Accounting experience in a financial/banking setting or with financial/asset management; Government financial office experience is highly desired.

Duty Station/Organizational Relationship

This position is assigned to the Clerk's Office, U.S. District Court, Southern District of Florida, at 400 North Miami Avenue, Miami, FL, and reports to the Financial Manager.

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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. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health, life insurance, dental, vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

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.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered.

For more information on working for the federal court, please visit

www.uscourts.gov/Careers.aspx

The Federal Court practices zero tolerance for illegal drug use. Those applicants selected for further consideration may be subject to testing. Applicants must be a United States Citizen or eligible to work in the United States.



How to Apply

Send **all** attachments in one email message.

All attachments must be in Adobe Acrobat (.pdf) format & combined into one document.

Email address:

flds_hrmail@flds.uscourts.gov

Subject Line: 2023-CLK- 09

Attachments: Cover letter, resume, and Federal Employment Application (AO 78).

(Former or current federal employees only- copy of most recent SF50).

AO78 application can be found on our web site:

www.flds.uscourts.gov

under the employment tab, how to apply

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER