

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources



Important Dates

Opening: 1/30/2024

Closing: Open Until Filled

First Review date: 2/13/2024

Position: Financial Specialist

Announcement No: 2024-CLK-10

Duty Station: Miami, Florida

Salary: \$51,087-\$91,429 (CL 25/CL 26) * commensurate with experience and prior federal service
\$51,087-\$63,335 *New Federal Employees
\$51,087-\$91,429 *Current or Former Federal Employees
(Multiple positions may be filled from this vacancy).

Candidates appointed at CL 25 may be eligible for promotion to the CL 26 without further advertising after at least one year in the position; subject to meeting performance objectives and staffing budget.

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 at CL 25:

- 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. Review less complex vouchers for payments related to expenses incurred by the court for appropriateness of payment.
- Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist in training other financial clerks in the use of financial systems and tools.
- Maintain control over unit cash registers and collect and balance cash drawers daily. Count monies received and process receipts and deposits in appropriate bank accounts.

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.

Financial Specialist – Announcement No. 2024-CLK-10

Page 2 of 3

- Distribute cash register funds to intake clerks.
- Conduct quality reviews and provide training to intake clerks regarding practices and procedures for financial transactions.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- 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.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with other financial deputies in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

Representative Duties CL 26

- 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. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- 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.
- Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment.
- Accept responsibility for files and documents related to the monetary aspects of case management.
- Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and recordkeeping.
- Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools.
- Assist and train other court employees in the use of these systems and tools

Qualification Requirements

One year of specialized experience. 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 financial administration and organizational internal controls. Knowledge and

Financial Specialist – Announcement No. 2024-CLK-10

Page 3 of 3

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 and reports to the Financial Manager.

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 & Fair Chance to Compete Act

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. This position is not covered under the FCA. Only those candidates who receive a conditional job offer will be asked to provide verbal or written statements about criminal history.

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.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER



How to Apply

Submit the completed application package electronically in pdf format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate the announcement number on the subject line:

Email address:

flsd_hrmail@flsd.uscourts.gov

Announcement: 2024-CLK-10

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

AO78 can be found on our web site under the employment tab, how to apply: www.flsd.uscourts.gov