

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

Position: Financial Specialist - Temporary 1 year 1 day appointment*
Announcement No: 2015-CLK-09
Location: Miami, Florida
Salary Range: \$40,951 - \$66,607 Annually (CL 25), commensurate with experience
Opening Date: June 25 2015
Closing Date: July 6, 2015, Open until filled. Applications received by July 6, 2015, in first review.

*** Temporary position may conclude earlier with advance notice or become permanent without further advertisement.**

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 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.
- 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.
- 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.
- Ensure adherence to the Guide to Judiciary Policy, Volume 7, Part A, Guidelines for Administering the CJA and Related Statutes. Apply guidelines and procedures regarding payment preparation, authorization and disbursement.
- 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. Counts monies received and deposits in the appropriate bank accounts.
- Ensure procedures for data entry affirm validity of the data.
- 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 equivalent to work at the CL 23; or completion of the requirements for a Bachelor's Degree from an accredited college or university. 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. 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.

Preferred Experience

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.

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 in Miami, Florida 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.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

How to Apply

To apply, submit **all of the documents** listed below electronically in Adobe (.pdf), or Word (.doc or .docx) to: flsd_hrmail@flsd.uscourts.gov . Please indicate in the subject line of the email Announcement Number: 2015-CLK-09. Applications will be disregarded if documents are missing, or if documents do not have the required detail.

- Form AO-78, "Application for Judicial Branch Employment". This form is available at www.flsd.uscourts.gov, go to Employment/To Apply for a Position.
- A resume that includes detailed salary history and a personal email address.
- A statement that describes the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section. Include examples of specialized experience, accomplishments, and responsibilities that are related to the Position Overview. The statement may be a maximum of two (2) typed pages.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

United States District Court – Human Resources
400 North Miami Avenue, Room 8S47
Miami, FL 33128
Human Resources (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