

CAREER OPPORTUNITY

United States District Court Northern District of Indiana



POSITION:	Financial Specialist
VACANCY NUMBER:	2018-09
LOCATION:	South Bend, Indiana
GRADE RANGE:	CL 27/1 to CL 27/61
SALARY RANGE:	\$48,951 (minimum) to \$79,617 (maximum) commensurate with qualifications and experience
OPEN DATE:	November 30, 2018
CLOSING DATE:	December 14, 2018 (close of business)

THE POSITION

The United States District Court is currently accepting applications for a Financial Specialist in the South Bend Division. This position is part of the Clerk's Office. 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.

REPRESENTATIVE DUTIES

- Review vouchers related to various expenses incurred by the court, court staff, and others performing work for the court or 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 and 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.
- 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.

- Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Review vouchers for payments of expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management.
- Manage court travel plan and maintain travel records. Serve as coordinator for the court's government credit card accounts (purchase and travel cards).
- May perform cashier duties, and other duties as assigned.

QUALIFICATIONS

This fast-paced and challenging position requires incumbent to present a professional demeanor, possess strong organizational, analytical, oral, and written communication skills. Must be knowledgeable in the procurement field, able to apply a body of rules, regulations, directives or laws, and proficient in the use of automated systems. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. To qualify, a candidate must have high school graduation or equivalent, with a minimum of two years *general experience and two years of **specialized experience, preferably acquired in a court or legal field. College degree, higher education courses, and/or court experience preferred.

*General experience is progressively responsible clerical or office work that indicates the possession of, or ability to acquire, the knowledge, skills and abilities to perform the duties of the position (procurement, budget, finance, facilities management).

**Specialized experience is progressively responsible experience that is in, or closely related to procurement and general facilities maintenance. It includes the application of administrative policies, procedures, and practices; regular application of a body of rules, regulations or directives and specialized terminology common to a specialized area of work (procurement, budget, finance, facilities management); preparation of various forms, documents, correspondence, and reports; maintenance of files and tracking systems; use of automated software and equipment for ordering, word processing, data entry and report generation; and, dealing with a variety of people tactfully and courteously, in person and on the phone. Completion of the requirements for a bachelor's degree from an accredited college or university and a superior academic achievement (i.e., standing in upper third of class, 3.5 average or better in major field of study) may be substituted for the required specialized experience.

EMPLOYEE BENEFITS

Judiciary employees serve under excepted appointments, not civil service, but are entitled to the same benefits as other federal government employees. Some of these benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits.

CONDITIONS OF EMPLOYMENT

Employees of the United States Courts serve under excepted appointments and are considered "at will" employees. As such, employment can be terminated at any time with or without cause. This position is subject to mandatory participation in electronic funds transfer (direct deposit) participation for payment of net pay. Applicants must be United States citizens or eligible to work for the United States government. All individuals appointed to positions in the Clerk's Office must undergo a FBI background check. New employees are considered provisional hires pending the successful completion of the FBI background check. Employees are required to adhere to a Code of Ethics and Conduct, which is available to the applicant for review upon request.

HOW TO APPLY

Qualified applicants are invited to submit an application packet which includes: a cover letter specifying how you satisfy the qualifications of this position, a detailed resume, and the official AO 78 Application Form (available at www.innd.uscourts.gov). All application packets should be emailed in a single PDF to Humanresources@innd.uscourts.gov. Resumes must be received by e-mail by close of business on December 14, 2018. Incomplete application packets or multiple PDFs will not be reviewed. Verification of

employment, education, and reference checks will be made prior to any offer of employment. The application form is available on the court website at www.innd.uscourts.gov. A detailed job description is available on the court's internet site.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.

The United States District Court for the Northern District of Indiana is an equal opportunity employer.

The court will only make contact with those qualified applicants who will be invited for an interview.