



POSITION VACANCY – 2017-1

November 18, 2016

United States Probation Office
Eastern District of Washington
Spokane, Washington

FINANCIAL SPECIALIST

Court Personnel System Classification Level: CL 25-26

Depending upon experience, qualifications and previous government service

Career Salary Range CL 25: \$39,171 (minimum) to \$63,664 (maximum)

Career Salary Range CL 26: \$43,140 (minimum) to \$70,103 (maximum)

If hired at CL25, Career Ladder Position with possible promotion to CL 26

Application Closing Date: Friday, December 9, 2016

INTRODUCTION

The United States Probation/Pretrial Services Office for the Eastern District of Washington is seeking qualified applicants for a full-time Financial Specialist position. This position is responsible for providing support to the budget, procurement and financial operations of the court. The United States Probation/Pretrial Services Office offers this opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

REPRESENTATIVE DUTIES OF THE POSITION

- 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. 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 record-keeping.
- 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.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Coordinate with selected vendors on supply and delivery of purchased items. Maintain accountable property records and recommend cyclical replacement of accountable property.

QUALIFICATIONS

To qualify for the position, an individual must have at least one year of progressively responsible financial experience that provided knowledge of the rules, regulations and terminology of financial administration.

Required of the incumbent will be:

- Critical thinking;
- Attention to detail;
- Analytical skills;
- Excellent organizational skills;
- Strong communication skills;
- Proficient in Word, Excel, web-based environments, data entry, and use of spreadsheets; and
- Ability to multi-task, prioritize tasks, follow through and meet deadlines in a fast-paced environment.

Preference may be given to applicants who:

- Have a four-year college degree in accounting, finance, or related field.
- Have prior government experience working in finance, budget, procurement or related field.
- Have prior experience in the federal court environment.
- Have experience using legal and/or court accounting/financial systems.

POSITION REQUIREMENTS

- Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court.
- Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity.
- Ability to establish and maintain good working relationships with others.
- Experience in listening to and interpreting information.

The successful candidate must be:

- a self starter;
- highly organized/detail oriented;
- responsible;
- able to exercise good judgment, flexibility, and initiative;
- professional in appearance, demeanor and conduct;
- able to communicate effectively, both orally and in writing; and
- able to work harmoniously with others.

INFORMATION FOR APPLICANTS

The [U.S. District Court Employment Application form](http://www.waed.uscourts.gov) can be downloaded from the United States District Court's public web site at: <http://www.waed.uscourts.gov>.

Qualified applicants should email a U.S. District Court Employment Application, a letter of interest and a current resume, **as one document in PDF format** prior to the deadline, to:

HR@waed.uscourts.gov

Applicants invited to interview must travel at their own expense. Relocation expenses are not reimbursable.

Employees of the United States District Court are required to adhere to the Code of Conduct for Judicial Employees, available to applicants to review upon request.

This is considered a "high sensitive" position and the selected applicant must undergo an Office

of Personnel (OPM) background investigation. Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Benefits include 13-26 days of annual leave and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed [here](#).

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The United States District Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF
WASHINGTON IS AN EQUAL OPPORTUNITY EMPLOYER AND
VALUES DIVERSITY IN THE WORKPLACE