

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF ALABAMA**



**Vacancy Announcement**

Vacancy 16-05

# Financial Specialist I

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Court Personnel System Classification Level: 26

Salary Range: \$43,140 – \$70,103

Starting classification grade dependent upon experience and qualifications.

Promotion potential to CL 27 without further recruitment.

May fill more than 1 position.

**Open to all applicants**

Open: 12/12/2016

Closes: Open Until Filled

## **POSITION OVERVIEW**

The U.S. District Court of Alabama Middle is accepting applications for the position of full-time Financial Specialist I. This position performs and coordinates administrative, technical and professional work related to financial and accounting activities of the court. The incumbent prepares, updates, and analyzes a variety of accounting records, financial statements, and reports; oversees and assists with accounts payable and accounts receivable activities; and assist with budget preparation. This position is located in Montgomery, AL. and works 40 hours per week.

## **REPRESENTATIVE DUTIES**

- 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 as requested by any court unit, Administrative Office, Bankruptcy Noticing Center, 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 record-keeping. 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.

- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Monitor financial operations to ensure compliance with internal controls, policies, and procedures.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts of other financial deputies in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.
- Other duties as assigned.

## **QUALIFICATIONS**

All candidates must have a high school diploma or equivalent and must have experience in accounting or finance. A degree in finance or accounting is highly desired. Preference given to applicants with a bachelor's degree. The successful candidate should demonstrate:

- Exceptional organizational skills
- Ability to be a self-starter
- Meticulous attention to detail
- Experience successfully handling multiple tasks and projects
- Ability to work and get along well with others
- Strong verbal and written communication skills
- Ability to work effectively with a variety of people or as a team
- Excellent time management
- Ability to work without direct supervision
- Eagerness to constantly learn
- Ability to work with strict deadlines and in fast paced environment
- Experience working in Microsoft Office
- Ability to lift up to 40 pounds and to sit or stand for long periods of time with or without accommodation

## **BENEFITS**

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off.

## **ADDITIONAL INFORMATION**

- First preference will be given to applications received by January 5, 2017.
- Only qualified applicants will be considered for this position.
- Applicants must be United States citizens or eligible to work in the United States.
- A background investigation with law enforcement agencies, including fingerprint and criminal record check, will be conducted as a condition of employment. Any applicant selected for the position will be hired provisionally pending successful completion of investigation. Unsatisfactory results may result in termination of employment.
- Employees of the US District Court are "At Will" employees and are subject to a one year probationary period. Employees must adhere to the Code of Conduct for Judicial Employees.
- Payment of salary is subject to the mandatory electronic fund transfer (direct deposit) to a financial institution.
- **Incomplete submissions will not be considered.**

## **HOW TO APPLY**

To apply, qualified applicants should submit 1) a cover letter summarizing related skills and interest for this position and 2) an AO78, Application for Federal Judicial Employment, via email to [webmaster@almd.uscourts.gov](mailto:webmaster@almd.uscourts.gov) by hand delivery or by regular mail to:

Human Resources 16-05  
US District Court  
1 Church St.  
Montgomery, AL 36104

The application, form AO 78, and a summary of Federal Judiciary benefits can be located at <http://www.uscourts.gov/careers/>. This Court is an Equal Opportunity / EDR Employer.