

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

Position Title: Financial Technician
Announcement Number: 2016-23
Location: Tyler, Texas
Grade Range: CL 24 – 26
Salary Range: \$35,470 with promotion potential to \$70,103



U.S. District Court, EDTX
Human Resources
211 W. Ferguson Street
Tyler, Texas 75702
Opening Date: December 13, 2016
Closing Date: December 30, 2016,
or until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is accepting applications for the position of **Financial Technician**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. Assignment of the position is in the Tyler office.

POSITION OVERVIEW:

The financial technician performs and coordinates administrative, technical and professional work related to financial and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies and approved internal controls. This position prepares, updates and analyzes a variety of accounting records, financial statements and reports, oversees and assists with accounts payable and accounts receivable activities, conducts internal reviews, develops recommendations regarding procedures for improvements and assists with policy development regarding financial matters.

REPRESENTATIVE DUTIES:

- Processing victim restitution payments, including incoming checks; compiling necessary information; producing payments; entering criminal debt defendant and victim restitution information into the court's financial system, including transfers of jurisdictions; verifying and updating address changes for victims, suspending victims; maintaining ledger of restitution payments and ensuring that victims receive payments; processing returned checks and returned mail, including U.S. Treasury checks; providing customer service to victims and their representatives; and working with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.
- Maintaining, reconciling and analyzing accounting records consisting of a cash receipts journal, registry fund and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Reviewing and/or performing accounts payable and accounts receivable duties; ensuring the accuracy and accountability of monies received and disbursed by the court.
- Preparing, updating, examining and analyzing 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. Designing, developing and maintaining spreadsheet formats and programs for analyzing financial information for the court.
- Ensuring that appropriate internal controls for disbursement, transfer, recording and reporting of

monies are followed. Reviewing vouchers for payments related to expenses incurred by the court for appropriate payment. Responsible for maintaining files and documents related to the monetary aspects of case management. Collaborating with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and recordkeeping.

- Maintaining control over divisional office cash registers, as well as collecting and balancing cash drawers daily. Conducting quality reviews and providing training to deputy clerks regarding practices and procedures for financial transactions. Counting monies received, processing receipts and making deposits in appropriate bank accounts.
- Processing and paying bills and invoices incurred within the court. Performing reconciliation of monies deposited, transferred and disbursed by the court. Calculating, preparing and issuing bills, invoices, account statements and other financial statements according to established procedures.
- Maintaining accounting records by inputting data, recording transactions, performing trial balances and reconciling the accounts through the automated systems.
- Processing vouchers and payments for Criminal Justice Act panel attorneys, jurors, trustees and other similar vouchers. Receiving, reviewing and preparing payment vouchers received and entering data into automated accounting systems.
- Receiving, reviewing and processing travel vouchers and travel advance requests from court units. Checking figures, postings and documents for correct entry, mathematical accuracy and proper codes. Communicating with individuals in court units to respond to questions, problems or insufficiencies with voucher submissions and the status of payment of vouchers.
- Assisting with the preparation of reports and forms by compiling information. Using accounting software and systems to record, store and track information.
- Complying with guidelines, procedures and policies established by the Administrative Office and the court unit in regards to internal controls. Explaining requirements of the *Guide to Judicial Policies and Procedures* to the general public, attorneys, and court staff as they relate to finance department operations.
- This position will be a point of contact during cyclical audits and will work with the audit team.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university is preferred.
- Two years of specialized experience, which includes 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 provided knowledge of rules, regulations and terminology of financial administration.
- Must have strong computer skills, specifically experience with Windows, Word, WordPerfect, Excel and the use of automated financial systems. Experience with review and implementation of internal controls is also preferred. The successful applicant will possess strong interpersonal skills and be a team player.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures.
- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skills preferred: interpreting and compiling financial reports; monitoring and reconciling accounts and ledgers; and reconciling invoices, vouchers and records of payment.

- Knowledge of court operations and functions is beneficial. Knowledge and understanding of court documents, such as orders, appearance bonds, judgments and commitment orders. Knowledge of case management and electronic case filing system (CM/ECF) is helpful.
- Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential.

BENEFITS AND HIRING POLICIES:

Judiciary employees serve under excepted appointments, are considered at-will employees and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement and commuter benefits reimbursement. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Employees of the United States District Court must be United States citizens or eligible to work in the United States. Employees of the United States District Court are Excepted Service appointments. Excepted Service appointments are at will and can be terminated with or without cause by the Court. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov/> All documents should be submitted as a single pdf with the reference number (2016-23) in the subject line via e-mail to: hr@txed.uscourts.gov

Completed application packages must be emailed no later than Friday, December 30, 2016. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.