



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Orlando Division**

VACANCY ANNOUNCEMENT

Financial Specialist

CL 25 - \$39,171 - \$48,968 *

Announcement No. 17-17 Position Closes: Open Until Filled **Available:** Immediately

This position is for a one year one day term with benefits and the possibility of becoming a permanent position

This position is located in the Clerk's Office, U.S. District Court and reports to the Financial Administrator. The Financial Specialist provides support to the financial operations by applying skill and knowledge related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls.

Representative Duties

- Assist in maintaining, reconciling and reviewing accounting records, consisting of cash receipts journal, registry fund, and deposit fund. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested by court units, or other organizations or agencies.
- Perform case reconciliation of monies deposited, transferred, and disbursed by the court unit.
- 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 the U.S. Probation to reconcile criminal debt accounts and receivable records.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with other financial specialists in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.
- Other duties as assigned.

Minimum Qualification Requirements

Requires high school diploma and preferably related college degree. A minimum of three (3) years of progressively responsible experience in accounting operations for organizations or government agencies. A strong ability with reconciliation of accounts is preferred. Applicants must have a thorough knowledge of accounting, ledger, journal, and financial procedures. The incumbent must have the ability to analyze and understand financial operations and develop recommendations for improvements. Position requires strong office and organizational skills; solid data entry and computer skills; excellent verbal/written communication skills. Experience with Excel is required and knowledge of computer accounting software is desirable.

Information for Applicants

Submit cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 17-17, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210 or you can email a **PDF version** to resume_orl@flmd.uscourts.gov, but not both. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.