United States District Court
Southern District of Ohio
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VACANCY ANNOUNCEMENT
October 2, 2026
Vacancy Announcement Number – 26-16
Financial Specialist
Duty Station – Columbus Courthouse – 85 Marconi Blvd. – one vacancy
Salary & Appointment Level: Dependent upon qualifications and experience
Salary: CL 25 Step 1 – Step 20 ($51,507 -$61,719)
CL 26 Step 1 – Step 20 ($56,736-$67,969)
Open until filled with first preference given to complete applicant packets received by:
Thursday, October 15, 2026, at 11:59 p.m.

IMPORTANT NOTE: All candidates who previously applied for position (26-11) do not need to reapply; your application will be reconsidered for this position.

Qualified applicants must submit an applicant packet which includes: a letter of interest with salary expectations included in the letter, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO78 (5/24), available on the Court's website. The optional background information, page 5 of the Application, is not required.

The Financial Specialist performs and coordinates administrative, technical, and professional work related to financial and accounting activities of the Court, including ensuring compliance with appropriate guidelines, policies, and internal controls. The incumbent prepares, updates, and processes a variety of accounting records, financial statements, and reports, oversees and assists with accounts payable and accounts receivable activities, assists with internal controls reviews, develops recommendations regarding procedures for improvements, and assists with policy development regarding financial matters. The Financial Specialist reports to the Financial Supervisor. Occasional travel may be required. The office hours are typically 8:00 a.m. to 4:30 p.m. Additional working hours may be required based on operational needs.

ABOUT THE SOUTHERN DISTRICT OF OHIO:
The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-six Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, who are located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:
- Maintain, reconcile, and review accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. 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, Administrative Office of the U.S. Courts, U.S. Treasury, financial institutions, or other organizations or agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court.
- Assist Clerk's Office employees and the other financial specialist in creating and verifying deposit tickets daily.
- Process payments incurred by the Court. Perform reconciliation of monies deposited, transferred, and disbursed by the Court. Calculate and prepare financial statements according to established procedures.
- Receive, review, and process travel vouchers and travel advance requests from chambers and Court staff. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals within the Court to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.

- Review and reconcile Court travel card statements, and create and submit accurate payment vouchers including collecting, reviewing, and attaching supporting documents.
- Receive, review, and process jury vouchers from jury clerks. Check figures and documents for correct entries, mathematical accuracy, and appropriate supporting documentation. Communicate with jury clerks regarding deficiencies and request files necessary for processing. Upload and verify accuracy of processed payment files and communicate with certifying officer when the voucher is ready to be approved for payment.
- Ensure that appropriate internal controls are followed for disbursement, transfer, recording, and reporting of monies. Review vouchers for payments related to expenses incurred by the Court for appropriateness of payment. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Enter cases into Civil Criminal Accounting Module when judgments are received from chambers.
- Process victim restitution payments. Process incoming checks. Compile necessary information, produce, and submit payments for processing. Maintain ledger of restitution payments and ensure 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 and receivable records.
- Balance deposit funds with both manual and General Ledger daily.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with other financial specialist in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office of the U.S. Courts and the Court.
- Complete special projects as assigned and perform other related duties as required.

QUALIFICATIONS:

Required Education
An undergraduate degree from a college or university of recognized standing in accounting, finance, business management, or similar fields of studies.

Classification Level
- CL-25 – Requires one year of specialized experience equivalent to CL-24.
- CL-26 – Requires one year of specialized experience equivalent to CL-25.

Specialized Experience
Position requires strong office and organizational skills, solid data entry and computer skills. Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

Required Competencies
- Knowledge of basic accounting principles, internal controls, and separation of duties. Knowledge of financial systems and how to use automated systems to perform day-to-day activities.
- Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary.
- Skill and accuracy in working with numerical calculations. Skill in bookkeeping principles and practices.
- Ability to understand relationships among accounts and how procedures relate to the overall business of the court unit.
- Ability to recognize errors and their probable causes. Ability to work well under pressure. Should possess a high degree of accuracy while working in a fast-paced environment.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner they can understand. Ability to interact effectively and appropriately with others, provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.
- Skill in the use of automated equipment including Microsoft Word, Excel and Power Point, cash register, spread sheet and database applications, as well as financial and accounting systems.
- The ability to maintain confidentiality is essential.

Preferred Qualifications and Skills

In addition to the minimum qualifications, the following skills are highly preferred:

- Knowledge and understanding of court and Administrative Office documents such as orders, appearance bonds, and judgment and commitment orders. Knowledge of the use of court automated docketing database in order to obtain or research information needed to perform financial duties.
- Knowledge of, and compliance with, the *Judicial Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound judgment and high ethical standards.
- Knowledge of federal judiciary policies, practices, regulations, and terminology related to federal court administration financial transactions (such as trustee payments, travel expense reimbursement, victim restitution, criminal debt management and payment for procured goods and services).

BENEFITS:
Please review the extensive federal benefits on the United States Courts website:
https://www.uscourts.gov/careers/benefits

CONDITIONS OF EMPLOYMENT:
A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov. Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the Judicial Code of Conduct for Judicial Employees.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

HOW TO APPLY:
Qualified applicants should upload their documents using our HR Employment Application System located at:

HR Employment Application System

Please note: This system will not let you continue without uploading all documents. If you fail to provide these documents, your application package will be considered **incomplete** and **will not** be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position.

REASONABLE ACCOMMODATIONS:
Consistent with the Judicial Conference of the United States policy, the practice of the U.S. District Court Southern District of Ohio is to give due consideration of a reasonable accommodation requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

The U.S. District Court for the Southern District of Ohio is an
Equal Opportunity Employer and values Diversity in the workplace.