



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov>**

VACANCY ANNOUNCEMENT

February 27, 2023

Vacancy Announcement Number – 23-07

Financial Specialist – Full Time Permanent – One or more vacancies

Duty Station – Columbus

Salary: CL 25 – 26 (\$47,552 - \$85,119)

Appointment at CL 25 has future promotion potential to CL 26 without further advertisement.

**Open until filled with first preference given to complete applicant packets received by:
Sunday, March 12, 2023, at 11:59 p.m.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO 78 (04/22), available on the court website. The optional background information, page 5 of the Application, is 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 variety of accounting records, financial statements, and 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 is required. Limited telework may be available subject to operational needs. The work hours are 8:30 a.m. to 5:00 p.m.

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-seven Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Assist in maintaining, reconciling, and reviewing 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 including Criminal Justice Act (CJA) accounts payable and Civil Criminal Accounting Module (CCAM) 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 the District Court, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies. Balance deposit funds with both manual and General Ledger daily.
- Assist Clerk's Office employees and other financial deputies in creating and verifying deposit tickets daily.
- Process payments incurred in the District Court. Perform reconciliation of monies deposited, transferred, and disbursed by the District Court. Calculate and prepare financial statements according to established procedures. Process vouchers and payments for jurors and other similar vouchers. Receive, review, and prepare payment vouchers received and enter data into automated check writing/accounting systems.
- Assist with the implementation of and comply with policies, procedures and protocols related to financial operations within the Finance and Procurement Department.
- Ensure procedures for data entry to affirm validity of the data.
- Design, develop and maintain spreadsheet formats and programs for analyzing financial information for the Court.
- Conduct quality reviews and provide training to intake clerks regarding practices and procedures for financial transactions.

- Receive, review, and process travel vouchers and travel advance requests. Check figures, postings and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems or insufficiencies with voucher submissions and the status of voucher payments.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review less complex 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.
- Process victim restitution payments. Process incoming checks. Compile necessary information, produce, and mail payments. 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 U.S. Probation to reconcile criminal debt accounts and receivable records.
- Coordinate work efforts with other financial deputies in the Clerk's Office.
- Perform other related duties as required.

REQUIRED QUALIFICATIONS:

One year of specialized experience or completion of the requirements for a bachelor's degree from an accredited college or university.

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.

- 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/COURT PREFERRED SKILLS:

- Prior financial, budget, or procurement experience in a federal court and working knowledge of JIFMS is highly desired.
- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business, or related field.

SPECIALIZED EXPERIENCE:

Knowledge of judiciary policies, practices, regulations, and terminology related to court administration financial transactions (such as trustee payments, travel expense reimbursement, victim restitution, criminal debt management and payment for procured goods and services).

- 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 financial 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.

- 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.
- The primary focus of the position is to process financial transactions and maintain required records, ensuring accuracy and completeness of data, and adherence to the applicable policies, regulations, protocols, and internal controls, while preventing legal or personal liability against the court unit executive, the circuit executive and employees. The receipt and payment of obligations assists in maintaining the operation of the court and has impact on those inside and outside the court. The number of recurring reports adds to the difficulty in reconciling balances and incorrect records may lead to unexpected shortfalls. Inaccurate recording also may result in the improper accounting of obligated funds. The proper separation of duties and accurate recording of obligations, payments and fees assure the financial integrity of the Court's accounting process.

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 may be subject to periodic updates. Continued employment will be 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](#)

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 U.S. District Court reserves the right to amend or withdraw any job 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. This job announcement may involve filling more than one position described herein.

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