

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date:	November 28, 2016
Vacancy Number:	FIN-1116
Position Title:	Financial Specialist
Starting Salary:	CL 24 \$35,514 - \$57,702 with future promotion potential to CL26 \$43,192 - \$70,189
Position Location:	St. Louis, MO
Closing Date:	Open until filled - <i>applications considered as they are received</i>

Position Summary

This position is located in the District Court headquarters office in St. Louis, MO. The Financial Specialist position assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs basic accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls for court financial transactions including those related to the Criminal Justice Act (CJA).

Summary of Representative Duties and Responsibilities

- Use accounting systems to record, store and track information. Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies as applicable to duties assigned. Maintain, reconcile and analyze financial files, records and accounts. Apply rules and procedures regarding voucher preparation, authorization and disbursement. Emphasis on navigating, reporting and compiling information from the CJA eVoucher system.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit including adherence to the Guide to Judiciary Policy on financial and accounting procedures and administering CJA, related statutes and local procedure for administering the CJA.
- Reviews Criminal Justice Act (CJA) vouchers for accuracy and completeness. Conduct procedural compliance audit of vouchers submitted for payment and compliance review of authorization requests including justifications when necessary. Instruct attorneys and case managers/chambers staff on CJA guidelines and system requirements.
- Enters documents in eVoucher as required by local procedures and/or in conjunction with assisting panel attorneys for all types of appointed cases. Enters and tracks travel for attorneys in Excel.
- Appoints attorneys to CJA cases as requested by chambers using the eVoucher panel management system.

Corresponds with chambers and selected attorney. Prepares appointment order for judge's signature to finalize the appointment record.

- Assists with management of the CJA panel of attorneys for the Eastern District in particular as related to assignment of cases and status within the eVoucher system.
- Assists in maintaining records of interpreters used by the court. Locates and schedules interpreter and initiates obligation of funds for the expenditure. Assures proper procedures and documentation of the service performed.
- Performs weekly review of asset additions, disposals and transfers of information technology assets with the Judiciary Inventory Control System (JICS).
- Serve as mail log cashier and backup cashier when required.
- Perform other duties as assigned.

Qualifications and Educational Requirements

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public and colleagues.
- Proficient in the use of Microsoft Excel and Word, in conducting internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets and the ability to research system issues from a user perspective.
- General knowledge of the functions and procedures of the court unit.
- Knowledge of accounting procedures, reports and automated equipment.
- Ability to understand relationships among accounts, reconcile accounts, recognize errors and their probable causes and the impact of proposed actions and/or recommend alternatives.
- Knowledge of internal controls related to cash handling.
- Skill and accuracy in working with numerical transactions.
- Skill and knowledge in financial accounting software packages and Microsoft Excel to track and record accounting transactions.

Government financial office experience preferred. Bachelor's degree in business administration, accounting or related field with a minimum of one year of specialized experience equivalent to work at a CL-23 level required. Specialized experience is defined as: 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.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits

26 paid Vacation days 15 or more years of service

Federal Employee Retirement Plan

Family Medical Leave Act Provisions

Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. A social media inquiry may also be a condition of employment.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- a letter of application,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- contact information for three professional references

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court
Eastern District of Missouri
Attn: Nicole Rode (FIN-1116)
Room 3.300
111 South 10th Street
St. Louis, MO 63102
nicole_ode@moed.uscourts.gov

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer