



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

VACANCY ANNOUNCEMENT

Financial Specialist (Two positions available)

CL 25 - \$41,240 - \$51,440*

Announcement No. 19-41 Position Closes: Open Until Filled **Available:** Immediately

Position Overview

These positions are located in the Clerk's Office in Orlando, Florida and report to the administrative services manager. A financial specialist performs and coordinates administrative, technical, and professional work related to the financial and accounting activities of the Court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The financial specialist also prepares, updates, and analyzes a variety of accounting records, financial reports, and has accountability for funds collected, deposited, and disbursed.

Representative Duties

- Work with U.S. Attorney and U.S. Probation offices to reconcile criminal debt accounts and receivable records.
- Process victim restitution payments and incoming checks.
- Maintain ledgers of restitution payments and ensure that the victims receive payments.
- Provide customer service to victims and their representatives.
- Assist with data entry of new cases and of victim information into the accounting system.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court.
- 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.
- Ensure that appropriate internal controls and separation of duties for disbursement, transfer, recording, and reporting of monies are followed, as well as adherence to the *Guide to Judiciary Policy* on financial and accounting practices.
- Perform other duties as assigned.

Qualifications

- Progressively responsible experience in at least one, but preferably two or more, of the functional areas of financial management and administration such as, accounting, auditing or financial reporting that provides knowledge of rules, regulations, and terminology of financial administration.
- Requires knowledge and experience using automated financial systems to perform day-to-day activities
- Proficiency with Excel spreadsheet software is required.
- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.).
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues.

Requirements

Applicants with a bachelor's degree or advanced degree in business, accounting, or a related field are preferred. Progressively responsible clerical or administrative experience within the last four years 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.

Background Investigation

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.

Information for Applicants

To apply:

- email a cover letter and resume together as one PDF application file to:
resume_orl@flmd.uscourts.gov
- your PDF application file must be named "last name, first name" (e.g. Smith, John)
- the email subject line must be "attention 19-41"

Due to the number of resumes received, only applicants selected for interviews will be contacted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

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

Employees must 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.

This position has promotion potential to the CL 26 level without further competition.

Employee Benefits

Employees of the United States Courts serve under excepted appointments and are considered “at-will” employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

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