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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Financial Specialist I
Type: Full-time Permanent
Position Number: Vacancy 20-09
Location: Oklahoma City
Open date: September 24, 2020
Close Date: October 16, 2020
Area of Consideration: Open only to judiciary employees
Salary Range: \$46,600 - \$75,750 (CL-26)
*Starting salary will be commensurate with qualifications and experience. This is a career ladder position with promotion potential to Grade CL-27 without further advertising.

POSITION OVERVIEW: This position is in the federal Court Clerk's Office in Oklahoma City. Financial Specialists perform and coordinate administrative, technical and professional work related to financial and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. Financial Specialists prepare, update, and analyze a variety of accounting records, financial statements, and reports; oversee and assist with accounts payable and accounts receivable activities; and process restitution disbursements. Financial Specialists are responsible for a variety of duties within the Financial Services area, including expenses, reporting, disbursements, and other financial and administrative support.

The selected candidate must have the ability to prioritize tasks and work assignments, and must possess excellent communication skills, both oral and written, and excellent knowledge of grammar and spelling. Accuracy and attention to detail are essential skills for this position. Must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, and customer service skills.

REPRESENTATIVE DUTIES:

- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.

- Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by the court, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management.
- Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.

MINIMUM QUALIFICATIONS:

- Must be United States citizen or eligible to work in the United States.
- High school graduate or equivalent required.
- Minimum of two years of general work experience and a minimum of one year of specialized experience.
- Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.
- Specialized experience is defined as progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

COURT PREFERRED QUALIFICATIONS: A bachelor's degree from an accredited college or university with an emphasis in finance, accounting, or business. Prior financial experience in a court or legal setting. Experience in finance, accounting, business administration or a related field, and a minimum of four years of specialized experience.

Experience with the Judiciary Integrated Financial Management System (JIFMS) is highly desirable.

BENEFITS: Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including participation in the retirement system, health, dental, vision, life and long-term care insurance programs, paid leave, periodic grade and step increases, and ten paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at will employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. All court employees are at-will and therefore the selected candidate may be removed from this position at any time if after reasonable on-the-job training the selected candidate fails to perform at a satisfactory level.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which may occur without any prior written notice. More than one position may be filled from this announcement. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS: Please email a letter of interest, resume, and completed application form as a single .pdf document to hr@okwd.uscourts.gov. The employment application can be found on our web page at www.okwd.uscourts.gov. Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 20-09
Carmelita Reeder Shinn, Court Clerk
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

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