

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

VACANCY ANNOUNCEMENT
13-WAW-08

SEPTEMBER / OCTOBER 2013

FINANCIAL SPECIALIST

Court Personnel System Classification Level: CL 26/27

Developmental Range Salary \$44,586 - \$61,255
Full Performance Range Salary \$56,219 - \$79,628
Depending upon experience and qualifications
Additional promotional potential without further recruitment

Position open until filled; preference given to applications received by October 6, 2013

The U.S. District Court for the Western District of Washington is currently accepting applications for a qualified Financial Specialist. This position will be located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington; some travel to the Tacoma courthouse may be required.

The Financial Specialist prepares, updates, and analyzes a variety of accounting records, financial statements and reports, conducts internal reviews, and ensures compliance with appropriate guidelines, policies and approved internal controls. The successful candidate will be self motivated, articulate and detail oriented. This position requires professionalism, discretion, flexibility, initiative, and commitment. The financial specialist is part of a self managing team, working closely with another financial specialist and management, and interacts with outside agencies as well as the public.

REPRESENTATIVE DUTIES:

- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations of the court.
- Perform reviews to ensure compliance with national policies, local internal controls, and generally accepted accounting principles.
- 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.
- Manage and maintain the court's registry funds and criminal debt accounting.
- Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording and reporting of monies are followed.
- Perform periodic audits of the financial processes to ensure compliance with audit guidelines.

- Assess existing financial processes, identify inefficiencies or opportunities for improvement and help design automated or paperless solutions.
- Utilize a wide variety of manual and automated accounting systems and cash management tools.
- Design, develop and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Conduct year end accounting processes, including preparation of tax statements.

QUALIFICATIONS:

The successful candidate will possess:

- Strong analytical skills;
- Skill in monitoring and reconciling accounts;
- Experience with financial and accounting systems;
- Strong computer skills, including knowledge of Word and Excel;
- Willingness to learn and implement new technology;
- Sound ethics and judgment;
- Excellent organizational and time management skills;
- Strong verbal and written communication skills;
- Professional demeanor;
- Project management skills, including organization, analysis, documentation, and reporting.
- Ability to interact with a wide variety of people tactfully and courteously;
- Ability and desire to function in a self-managing team based environment.

Preferred skills include:

- Experience performing audits;
- Knowledge of government accounting practices and principles, including internal controls and separation of duties;
- Experience in a court setting;
- Experience using SharePoint.

EDUCATION:

Required Education/Experience: A high school diploma or equivalent and a minimum of three years progressively responsible administrative, technical or professional experience is required.

Preferred Education/Experience: A bachelor's degree in accounting, finance or related field is preferred. Experience in governmental accounting is preferred.

INFORMATION FOR APPLICANTS:

Qualified applicants should submit the following:

- Cover letter
- Resume
- Narrative statement describing how your skills and experience are applicable to the duties of this position. The narrative statement should be no more than one page.

Submit application materials to:

Human Resources (#13-WAW-08)
U. S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

Or via e-mail (Word or PDF format) to: seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

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

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, 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 from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS:

Employees of the United States District Court are considered "at will" employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.