



UNITED STATES DISTRICT COURT Central District of California

Position:	Financial Specialist
Classification Level:	CL 25
Salary Range:	\$55,776 - \$90,660
Location:	Los Angeles, California
Opening Date:	April 5, 2024
Closing Date:	Open until filled, preference given to applications received by April 19, 2024
Number of Positions:	One
Vacancy Number:	24-23

POSITION OVERVIEW

The United States District Court and the Probation and Pretrial Services Office for the Central District of California is seeking a Financial Specialist. This position is responsible for assisting the Fiscal unit in the support of the financial operations of the court. Duties include; processing a high volume of varying types of financial transactions, interpreting and applying complex rules and regulations, maintaining a high level of accuracy, attention to detail and timeliness while providing excellent customer service. The incumbent has daily contact with judges, court managers and staff, Administrative Office personnel, attorneys, bank personnel, government agencies, and the general public. This position reports to the Financial and Procurement Manager.

REPRESENTATIVE RESPONSIBILITIES

- Perform accounts receivable and accounts payable duties; responsibility for the reconciliation of all funds received and disbursed by the court.
- Ensures that appropriate internal controls and court orders are followed for disbursement, transfer, recording and reporting of all funds.
- Record, track and report financial data using automated financial management systems accounting software and spreadsheets.
- Maintain, reconcile and analyze accounting records, consisting of cash receipts journal, registry and deposit funds, various subsidiary ledgers and other records necessary to properly account for the revenues and expenditures of the court.
- Performs cashiering duties, processes funds received and process receipts, deposits in appropriate fund accounts.
- Process victim restitution payments and provide customer service to victims and their representatives. Works with the U.S. Attorney's Office to reconcile criminal debt accounts.
- Receives, reviews and prepares payment and travel vouchers and enters data into the automated accounting system.
- Participates in reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policies and Procedures*, internal controls and generally accepted accounting principles.
- Special projects and other duties as assigned.

QUALIFICATIONS

- One year of *specialized* experience equivalent to classification level CL 24.
- Applicant must have a high school diploma or equivalent.
- Two years of accounting and/or cashiering experience, 10-key, and data entry skills.
- The ability to manage multiple priorities with strong organizational skills.
- Excellent interpersonal skills and the ability to work with the public.
- Effectively communicate both orally and in writing.
- Proficiency in keyboard and computer skills, with emphasis on proficiency in Microsoft; Excel, Word, Outlook.
- Dependability and reliability is a must.
- College degree preferred.

PHYSICAL REQUIREMENTS

Successful candidate must be able to bend, pull, push and lift up to 20 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

BENEFITS

Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

INFORMATION FOR APPLICANTS

Must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees. The United States District Court and the Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Federal Judicial Employees, which is available on the Court's website: www.cacd.uscourts.gov.

HOW TO APPLY

Applications should be submitted to apply_CACD@cacd.uscourts.gov. Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number. Complete applications must include the following:

1. Cover Letter – Address how your background, skills, and experience meet the qualifications listed
2. Resume – Include key career accomplishments
3. An application for Federal Judicial Branch Employment (AO78) (please visit the Court's website at <http://www.cacd.uscourts.gov/employment> to download the AO78 application form).

Due to the volume of applications received, the Court will communicate only with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer.