



UNITED STATES DISTRICT COURT Central District of California

Position: Financial Assistant
Classification Level: CL 24
Salary Range: \$52,112 - \$84,701
(Total compensation w/ employer paid benefits approximate range: \$67,745 to \$110,111)
Location: Los Angeles, California
Opening Date: July 21, 2026
Closing Date: Open until filled (Preference given to applications received by August 7, 2026)
Number of Positions: One
Vacancy Number: 26-54

POSITION OVERVIEW:

The United States District Court for the Central District of California is seeking a detail-oriented and customer-focused Financial Assistant to join the Financial Services Department.

The Financial Assistant performs a variety of accounting, cashiering, and financial support functions essential to the Court's daily operations. This position helps ensure the accurate receipt, safeguarding, and accounting of public funds while maintaining compliance with Judiciary policies, internal controls, and established financial procedures. The successful candidate will work collaboratively with Financial Services staff, judges' chambers, other court units, and external stakeholders to support the Court's financial responsibilities with professionalism, integrity, and accuracy.

REPRESENTATIVE RESPONSIBILITIES:

Responsibilities include, but are not limited to:

Financial Operations

- Scan checks/money orders for daily deposit with the U.S. Treasury.
- Reconcile previous day's transactions for all divisional court offices verifying transactions for completeness and accuracy.
- Assist with the daily logging of mailed in payments to the Fiscal Department.
- Assist with vendor invoice review and data entry for payment processing.
- Assist with the creation of party/payee vendors in the financial accounting system.
- Update party/payee addresses in the financial accounting system.
- Assist with the review of funds held in the deposit fund for transfer to the unclaimed fund.

Cashiering & Accounting

- Processes mailed in payments in cashiering system while applying the correct coding.
- Manages cashiering drawers ensuring all funds are processed accurately for reconciliation.
- Collaborate with colleagues to ensure pending payments are processed in a timely manner.

Customer Service

- Provide courteous and professional assistance to judges, chambers staff, vendors, government agencies, attorneys, and the public.
- Respond to financial inquiries while maintaining confidentiality and compliance with Judiciary policies.

Other Duties

- Assist with reports, audits, financial projects, and special assignments.
- Perform all other duties related to financial management and accounting in the U.S. District Clerk's Office as assigned.

QUALIFICATIONS:

Required Qualifications

- High school diploma or equivalent.
- Experience in accounting, bookkeeping, cashiering, banking, finance, or a closely related field.
- Strong numerical aptitude and attention to detail.
- Excellent organizational and time management skills.
- Ability to prioritize multiple assignments while meeting deadlines.
- Excellent customer service and interpersonal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

Preferred Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Experience with governmental or judiciary financial operations.
- Experience using automated financial management systems.
- Proficiency with Microsoft Excel and Microsoft Office Suite.

Knowledge, Skills & Abilities

The successful candidate will demonstrate the ability to:

- Apply basic accounting principles and financial procedures.
- Learn and apply Judiciary financial policies and internal controls.
- Interpret financial documents and court orders.
- Identify discrepancies and resolve issues accurately.
- Communicate effectively both orally and in writing.
- Work independently while contributing positively to a collaborative team environment.
- Maintain professionalism when handling sensitive financial information.

BENEFITS:

The Financial Services Department plays a vital role in safeguarding public funds and supporting the administration of justice. This position offers the opportunity to gain specialized experience in federal court financial operations while enjoying meaningful work, professional growth, and a comprehensive federal benefits package.

In addition to salary, the federal government's benefits equate to no less than 33% of an employee's total compensation (see Total Compensation sample below). 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. Paid parental leave after meeting eligibility requirements. Eligible for the Public Student Loan Forgiveness (PSLF) program on eligible student loans. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

Employer Provided Benefits - Total Compensation Approximation Sample (For Illustration Purposes Only)	
Sample Annual Salary	\$ 60,000.00
Retirement Benefits	\$ 17,760.00
Health/Life Insurance & Commuter Reimbursement	\$ 15,494.00
Paid Time-Off (Holidays & Accrued Leave)	\$ 8,538.00
Total Compensation	\$101,792.00

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 <https://www.cacd.uscourts.gov/employment> to download the AO78 application form).

Due to the volume of applications received, the Court will only communicate 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.