



U.S. Court of Appeals for the Fourth Circuit Office of the Clerk Position Announcement 18-06

POSITION:	Financial Specialist
LOCATION:	Fourth Circuit Clerk's Office, Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$41,663-\$74,606 (CL 25/26)
CLOSING DATE:	Apply by June 6, 2018 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

Financial specialists perform and coordinate administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including preparing, updating, and analyzing accounting records and financial statements and ensuring compliance with appropriate guidelines, policies, and internal controls. Representative duties include:

- Maintain, reconcile, and analyze accounting records, including cash receipts journal, deposit fund, subsidiary ledgers for allotments, and other fiscal records. Manage Cash Register user profiles; prepare Cash Register close-out, weekly deposit, and CRimport to the Judiciary Integrated Financial Management System (JIFMS); maintain the Cash Receipts Journal; review and reconcile pay.gov payments and deposits from electronic case file system; manage payment of transcript vouchers.
- Maintain and analyze accounting records for admission fund and judicial conference fund, including recording of payments and deposits and preparation of monthly reports.
- 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.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by the court, the 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.
- Assist and serve as back-up for financial reports, including: preparing, reconciling, and reviewing monthly Statement of Accountability and Transactions report, monthly Deposit Fund Reconciliation report, open obligations reports, monthly Status of Funds report; and monthly, quarterly, and year-end Spending Plan and Budget Reports.
- Assist and serve as back-up in preparing work orders for printing services, including: developing and reviewing specifications; completing Government Publishing Office (GPO) forms; coordinating approval of proofs; checking deliveries against work orders; and resolving discrepancies.
- Assist and serve as back-up for travel, including: preparing, reviewing and processing travel vouchers;

preparing travel authorizations; assisting with travel cards and travel arrangements; explaining travel policies and procedures; and authorizing transportation charges with National Travel Service.

- Use current software and systems to record, store, track, and report information. Assist in implementation of new financial programs in accordance with Treasury and Judiciary initiatives.
- Assist Contracting Officers in procurement activities, including: entering obligations in JIFMS; preparing, approving, and processing purchase requests; preparing specifications, solicitations and requests for quotes; conducting vendor/product research; reviewing competitive quotes from vendors; preparing purchase orders; checking deliveries and invoices against purchase orders; processing invoices and preparing payment vouchers; communicating with vendors regarding registration in the System for Award Management (SAM) and coordinating with JIFMS Vendor Administrator to import new vendors from SAM.
- Assist in internal control and quality assurance reviews of court business processes to assess operational efficiency and compliance with regulations; assist in pre- or post-transactional audits, inspections and evaluations; and review audit findings and monitor corrective action for any identified deficiencies.
- Assist and serve as back-up for performance of other financial and administrative duties, as assigned.

QUALIFICATION REQUIREMENTS

- **Required Qualifications:** To qualify for consideration, applicants must have graduated from high school and have two years of general experience (may be fulfilled by two years of education above the high school level). Qualification at CL-25 requires two years of specialized experience (progressively responsible clerical or administrative experience that provided knowledge of accounting and financial administration and that involved the routine use of automated financial and accounting systems, applications, spreadsheets, or databases. Qualification at CL-26 requires one year of progressively responsible clerical or administrative experience equivalent to the CL-25 level.
- **Preferred Qualifications:** In addition to the required qualifications, preference will be given to applicants who have completed a bachelor's degree from an accredited four-year college or university with a degree related to accounting or finance; who have significant prior financial experience, and who have a demonstrated ability to extract, analyze and present financial data through creation and modification of spreadsheets and through use of other computer based applications.

EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching). The court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under "Excepted Appointments," and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior notice.

APPLICATION PROCEDURE

Email the following required application documents to 4cca-vacancy@ca4.uscourts.gov and reference Vacancy #18-06 in the subject line. Applications should be received by **June 6, 2018**, to receive full consideration.

Please submit documents as a single PDF file, in the following order, using your full name as the file name.

1. Cover letter

- Reference job vacancy number **#18-06**
- Include an email address in your contact information

2. Resume

- 3. Application for Judicial Branch Federal Employment (Form AO 78) available at:**
www.uscourts.gov/forms/AO078.pdf

The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.