

# Financial Associate Entry-level Career Opportunity



## U.S. Court of Appeals for the Fourth Circuit

WEBSITE  
[ca4.uscourts.gov](http://ca4.uscourts.gov)

PHONE  
804-916-2184

- **Announcement #:** 2019-FAExt
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Closing Date:** Open until filled – Preference date extended to applications received by December 15, 2019.

### FOURTH CIRCUIT

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

### ABOUT THE JOB

The Financial Associate provides financial and administrative support for the budget, finance and procurement team in an environment that supports multiple offices and functional areas within the Fourth Circuit. This is a new entry-level position that presents a unique opportunity for career growth and requires no previous experience.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate has a reputation for excellence, a history of achievement, demonstrated leadership and accountability, a strong work ethic, and unquestioned integrity.

### OVERVIEW OF DUTIES

- Perform an important role within the accounts payable function.
- Prepare travel expense reimbursements.
- Enter transactions in the financial management system.
- Account for and safeguard property (excluding IT equipment).
- Assist all team members with follow up, research and inquiries.
- Perform a variety of budget and administrative duties.

### SALARY RANGES

- **\$34,720-\$56,424** (CL-23) with promotion potential without further competition, or
- **\$42,460-\$69,034** (CL-25), which in addition to the following qualifications requires one year of fulltime specialized experience.

Flexible Schedules ♦ Telework Opportunities  
Mass Transit Subsidy (budget dependent)

### QUALIFICATIONS

#### Required Qualifications

- Bachelor's degree in accounting, finance, or related field. (Degree requirements must be completed by the time employment begins.)
- Ability to communicate professionally and with tact both orally and in writing.
- Detail-oriented, organized, able to manage multiple tasks and meet stringent deadlines, and committed to excellent customer service.
- Ability to work independently and in a team setting.

### **Preferred Qualifications**

- Knowledge of MS Office.
- Excellent GPA.
- Strong ability to adapt to new/changing technologies.
- Ability to telework from home, if needed.

### **CORE VALUES**

**Integrity**      **Customer Service**  
**Collegiality**      **Collaboration**

### **APPLICATION PROCEDURE**

Email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional or personal references; and (3) an **AO78–Application for Employment** to the ACE for Human Resources at [vacancy@ca4.uscourts.gov](mailto:vacancy@ca4.uscourts.gov) in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement.

Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

*This announcement reflects an extension of the recruiting period for this position. Individuals that applied to the original announcement need not reapply.*

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.

### **BENEFITS**

The Court offers a robust and competitive benefits package.

- Vacation time accrues at a rate of 104 hours per year the first three years and increases with tenure.
- Sick days accrue at a rate of 104 hours per year.
- Ten paid annual holidays.
- A variety of Agency-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).

In addition, the Court offers flexible schedules, telework opportunities, and a mass transit subsidy (budget dependent).

### **ADDITIONAL QUALIFICATIONS**

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under “Excepted Appointments,” and are thus “at-will,” and, as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting that is updated every five years. 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 written or other type of notice.