Career Opportunity
Financial Specialist I

Classification Level: 26

Starting Salary Range: $45,870 - $57,366

Classification Level Salary Range: $45,870 - $74,609

Announcement Number: 14-19

Posted: June 18, 2014

Closes: July 18, 2014

Location: Detroit, Michigan

U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848

E-mail application materials to
"apply@mied.uscourts.gov"
Subject: 14-19 Financial
Specialist I

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. UP TO TWO POSITIONS MAY BE FILLED WITH THIS ANNOUNCEMENT.

POSITION SUMMARY

This position is located in the Financial Unit of the Clerk's Office in Detroit, Michigan and reports to the Financial Manager. The employee performs and coordinates administrative, technical and professional work related to the financial and accounting activities of the Court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The employee also prepares, updates, and analyzes a variety of accounting records, financial statements, and reports; processes Criminal Justice Act (CJA) vouchers and instructs appointed counsel and case managers/chamber staff on CJA guideline requirements; processes travel vouchers and instructs court employees on travel policy and has accountability for funds collected, deposited and disbursed.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Ensure that appropriate internal controls and separation of duties for disbursement, transfer, recording, and reporting of monies are followed, as well as adherence to the *Guide to Judiciary Policy* on financial and accounting practices.
- Maintain, reconcile, analyze and archive financial files, records and accounts.
- Perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the Court.
- Apply rules and procedures regarding voucher preparation, authorization, and disbursement.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court.
- Account for all funds disbursed to date. Collaborate with IT staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Assist and instruct other court employees in the use of these systems and tools.
- Prepare 1099s for civil cases.
- Review all CJA vouchers for accuracy and completeness. Conduct procedural compliance audits of all CJA vouchers submitted for payment. Process vouchers and maintain CJA payment records. Advise the Court and the Bar on CJA procedural issues and make recommendations to chambers on payments and services. Instruct attorneys and case managers/ chambers staff on CJA guideline requirements. Serve as primary liaison between the Bar, the Court, the Circuit, the Administrative Office's CJA Section, and the Defender Services Division regarding all CJA payment-related matters.
- Provide guidance and assistance on judiciary travel regulations, procedures, and the preparation of travel authorizations and vouchers to Court employees and chambers. Research and respond to all travel related audit inquiries and requests for information and documentation in conjunction with the Administrative Office. Train new chambers staff on Judiciary Travel Regulations, as required. Maintain a travel authorizations and advances tracking system to ensure that travel claims are submitted within the required time frame for reimbursement and/or payment

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REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE (continued):

- Process payment of vouchers in FAS4T for jurors and all Court units. Print and mail corresponding checks. Respond to questions, problems, insufficiencies with voucher submissions, and the status of payment of vouchers. Prepare 1099s for jurors.
- Maintain accounts receivable for Prisoner Litigation Reform Act payments. Receive, research, edit and prepare monthly Bureau of Prison's payments for input into FAS4T.
- Maintain information related to restitution payments. Process victim restitution payments and incoming checks. Maintain ledgers of restitution payments and ensure that the victims receive payments. Provide customer service to victims and their representatives. Work with U.S. Attorney and U.S. Probation offices to reconcile criminal debt accounts and receivable records.
- Maintain control over unit cash registers and collect and balance cash drawers daily. Count monies received, process receipts and deposit funds in appropriate bank accounts. Provide guidance to intake clerks regarding practices and procedures for cashiering transactions. Reconcile with cashier at the end of the day; research all discrepancies found.
- Maintain inventory and distribution of controlled items including non-cash collateral, treasury checks and pre-numbered manual receipts.
- Perform other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- An attendance record that indicates reliability/commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.).
- Excellent organizational skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues.
- Proficient in the use of Microsoft Word, Word Perfect and Excel, in conducting internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets and able to troubleshoot various automated financial system problems.

Required: High school graduation or the equivalent with two years progressively responsible experience within the last seven years, including at least one year of specialized experience equivalent to work at the CL-25 level within the last seven years. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL-25 level within the last seven years.

Specialized Experience: Progressively responsible clerical or administrative experience within the last seven years that provided knowledge of the rules, regulations, practices and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

Preferred: Current or most recent position meets the definition of specialized experience. Specialized degree in Finance, Accounting or other relevant field (i.e. Economics). Prior financial experience in a Court or legal setting. Five or more years of specialized experience.

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PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left on page one by 5:00 PM of the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer.
More than the advertised number of positions may be filled with this announcement.