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CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position:	Financial Specialist
Vacancy Number:	25-WDLA-01
Classification Level:	CL 26
Salary Range:	\$52,831 - \$85,844 (starting salary depending on experience & qualifications)
Duty Station:	Shreveport, Louisiana
Opening Date:	January 6, 2025
Closing Date:	January 17, 2025
	<i>Appointment at CL 26 has future promotion potential to CL 27 without further competition.</i>

The Clerk's Office of the United States District Court, Western District of Louisiana is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for the position of Financial Specialist in the Shreveport Division. This position is in the Office of the Clerk.

The financial Specialist is primarily responsible for 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. Financial Specialists prepare, update, and analyze a variety of accounting records, financial statements, and reports; oversee and assist with accounts payable and accounts receivable activities.

REPRESENTATIVE DUTIES:

- Assist with maintaining, reconciling, and reviewing account records, consisting of cash receipts journals, registry funds, non-appropriated funds, and deposit funds, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Assist in the preparation, update, examination, and analysis of a variety of regular and non-standard reports as requested by court units, the Administrative Office of the U.S. Courts, U.S. Treasury, financial institutions, or other organizations or agencies.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Process victim restitution payments. Process incoming checks. Compile necessary information, produce, and mail payments. Maintain ledger of restitution payments and ensure that victims receive payments. Process returned checks and returned mail. Provide customer service to victims and their representatives. Work with the U.S. Attorney's Office and U.S. Probation to reconcile criminal debt accounts and receivable records.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Prepare reports, spreadsheets, and forms necessary using accounting software and systems to record, store, and track information.

- Coordinate work efforts with the Financial Operations Supervisor.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.
- Some travel may be required.
- Perform all other duties as assigned.

QUALIFICATIONS:

One (1) year of specialized experience is required for CL 26. Progressively responsible clerical or administrative experience that required knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting; and involved in the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases. Knowledge of Microsoft Office 365. Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges. Ability to communicate effectively. Ability to work independently in a team environment as well as the ability to manage multiple projects and priorities within strict deadlines in a fast-paced environment.

COURT PREFERRED SKILLS/QUALIFICATIONS

Bachelor's degree in accounting, finance, or related field from an accredited college or university; knowledge of government accounting practices, procedures, and principles; knowledge of legal terminology, federal court processes, and functions of the court.

REQUIRED CLEARANCES:

This position is classified as a non-executive, high-sensitive position within the judiciary. The successful applicant will be required to submit to a mandatory background investigation (including references, criminal history/fingerprinting, and credit history). Employment will be considered provisional pending the successful completion of a ten-year OPM background investigation. Retention will depend upon a favorable suitability determination of the investigation.

HOW TO APPLY:

Applicants must submit **ONE COMBINED PDF** document containing the following to Charlotte_Deville@lawd.uscourts.gov:

- (1) letter of interest
- (2) current resume
- (3) list of three professional references with current contact information
- (4) completed and signed "AO 78, Application for Federal Judicial Branch Employment"
(form can be obtained at <http://www.uscourts.gov/forms/AO078.pdf>)

Application packages will not be considered complete unless **all** items have been received by the Human Resources Department. Incomplete application packages will disqualify an applicant from further consideration. Receipt will be acknowledged by the Human Resources Manager via return email. The deadline for submitting application packets is Friday, January 17, 2025, at 5:00 p.m. (CST).

Due to the anticipated volume of applications, only applicants selected for an interview will be notified. Please do not inquire about the status of your application. Applicants selected for interviews may be required to travel to the designated location at their own expense.

The court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, either of which may occur without prior written or other notice.

ADDITIONAL INFORMATION:

A generous federal benefits package is offered. For more detailed information about federal court benefits, go to: <https://www.uscourts.gov/careers/benefits>.

Applicants must be U.S. Citizens or eligible to work in the United States.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

All employees of the court are “excepted service” appointments. Excepted service appointments are “at will” and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.