

*******CAREER OPPORTUNITY*******



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT

Position Title: Financial Specialist I
Location: Savannah, Georgia
Closing Date: 04/01/2016
Starting Salary/Range: CL 25- CL 26 (\$39,171 - \$69,289)*

Position Announcement No. 16-03

* Salary commensurate with qualifications

POSITION OVERVIEW

Financial Specialists perform and coordinate administrative, technical and professional work related to the financial, accounting and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies and internal controls.

The individual selected for this position will be required to perform, but not limited to, the following duties:

- Review travel and payment vouchers for accuracy.
- Disburse funds; process and print checks for all court units.
- Maintain and analyze account records consisting of cash receipts journal, registry fund, and deposit fund.
- Manage Non-appropriated funds.

- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Financial Administrator back up.
- Performs other duties as assigned.

QUALIFICATIONS:

Graduation from an accredited college or university with a degree in accounting, finance, business or related field is required. Two years of administrative or financial experience is preferred. Excellent interpersonal and organizational skills.

BENEFITS

The United States District Court office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Care Plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

Please send resumes and letter of interest to:

U.S. District Court
Human Resources Department
P.O. Box 8286
Savannah, Georgia 31412

NO FAXED RESUMES WILL BE ACCEPTED. NO PHONE CALLS PLEASE.

EQUAL OPPORTUNITY EMPLOYER