

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



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

VACANCY ANNOUNCEMENT

Position Title: Financial Specialist/Deputy Clerk

Location: Savannah, Georgia

Closing Date: 03/09/2018

Starting Salary/Range: CL 25- CL 26 (\$40,464-\$55,720)*

Position Announcement No. 18-01

* 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:

- Maintains and analyzes accounting records consisting of cash receipts, journal, registry fund, deposit fund, and subsidiary ledgers for allotments and other fiscal records.
- Creates and maintains case ledgers in an automated database.
- Prepares and analyzes daily, monthly, quarterly, bi-annual and annual financial statements for the Clerk's office and Administrative Offices.

- Maintains and reviews the accuracy and accountability of monies received and disbursed by the Court.
- Manages the receipt of criminal debt monies and disburses restitution to victims.
- Assists in monthly reconciliation process and report preparation.
- Assists with oversight of financial operations to ensure compliance with internal controls, policies and procedures.
- Adheres to appropriate internal control policies and procedures for disbursement, transfer, recording and reporting of monies.
- Audits employee travel reimbursement vouchers for accuracy and compliance to judicial regulation and enters data into accounting system for review and approval by management.
- Performs other duties as assigned.

QUALIFICATIONS:

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

- Bachelor's degree from an accredited college or university.
- Proficiency with spreadsheet software such as Microsoft Excel.
- Two years of administrative or financial experience in the court system is preferred.
- Ability to take initiative, manage multiple tasks, respond to request on short notice and meet deadlines.
- Excellent verbal and written communication skills.
- Excellent organizational skills.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

APPLICATION PROCEDURE AND INFORMATION

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work

in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Qualified persons are invited to submit:

- a cover letter,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available on website)

Application materials may be submitted via mail TO:

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

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

EQUAL OPPORTUNITY EMPLOYER