



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

VACANCY ANNOUNCEMENT

Position Title: Financial Specialist
Location: Savannah, Georgia
Closing Date: May 3, 2021
Starting Salary/Range: CL 25/26/27 (\$42,747 – 64,649)
Position Announcement No. 21-04

* Salary commensurate with qualifications

POSITION OVERVIEW

The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs basic accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls.

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

- Audit and pay the bills of the Court and Department of Computer Services (DCS).
- Audit payment vouchers for accuracy and compliance with judicial regulations and Court procedures.
- Assist with monthly reports and procedures of the Finance Department.
- Maintain and review the accuracy and accountability of monies received. Deposit monies received both online and in person weekly.
- Assist in the monthly reconciliation process and report preparation.
- Enter data into the accounting system for review and approval by management.

- Adhere to appropriate internal control policies and procedures for disbursement, transfer, recording and reporting of monies.
- Ensure the Standard Operating Procedures manual is reviewed and updated as necessary.
- Perform other duties as assigned.

QUALIFICATIONS

Candidate must have at least one (1) year of progressively responsible clerical or administrative experience that provides knowledge of rules, regulations, practices, and principles of financial administration and/or accounting systems including such applications as Microsoft Excel High school graduate or equivalent and a minimum of two years of general experience.

PREFERRED QUALIFICATIONS: A bachelor's degree in accounting or a related field is preferred. Knowledge of the federal judiciary is preferred. Experience in a court environment utilizing the Judiciary Integrated Financial Management System (JIFMS) is a plus.

GENERAL EXPERIENCE: The successful candidate must be a detail-oriented individual and possess excellent administrative, organizational, and professional skills. Such experience should provide knowledge of office practices to include filing and record keeping, compiling and reporting data, and accurately entering data into electronic financial systems. The candidate should have the ability to work both independently and collaboratively as part of a team. The ability to effectively multitask is a necessity.

BENEFITS

A generous benefits package includes the following:

- 13 days of paid annual leave per year.
- 13 days of paid sick leave (unlimited accumulation)
- 10 paid holidays
- Health, Life, Dental and Vision benefits
- Flexible Benefits Program
- Long Term Care Insurance
- Thrift Savings Plan participation with up to 5% employer matching contributions.

INFORMATION FOR APPLICANTS

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

All employees are required to adhere to a Code of Ethics and Conduct. As a condition of employment, all new employees are subject to a background check or investigation which includes a FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages. The conditions of this announcement are subject to modification without further advertising.

APPLICATION PROCESS

Applicants must provide:

1. An introductory cover letter.
2. A chronological resume.
3. A completed Application for Judicial Branch Federal Employment, for AO78 (found under Employment Opportunities on the Court's website www.gasd.uscourts.gov).

Materials must be received as an e-mail attachment in one PDF document sent to gas_permgr@gas.uscourts.gov Please reference "21-04" in the subject line of your message.

EQUAL OPPORTUNITY EMPLOYER