



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Procurement/Finance Technician

OPENING DATE: January 22, 2016

DUTY STATION: Greenbelt, Maryland
(with occasional travel within the District)

CLOSING DATE: Open Until Filled with first preference given to applications submitted by February 5, 2016

SALARY: CL 23 entry level: \$34,940- \$43,684

High school graduation plus two years of general experience** **or** college degree

CL 24 entry level: \$38,706 - \$48,378

Two years of general experience** **or** college degree plus one year of specialized experience** required

CL 25 entry level: \$42,743 - \$53,435

Two years of general experience** **or** college degree plus two years of specialized experience** required

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Finance/Procurement Technician. This position is located in the clerk's office and is the primary contact within the divisional office. The Finance and Procurement Specialist is a split position and will perform financial transactions and maintain required records in accordance with approved procedures and policies. Additionally, this position will ensure that the divisional office has the supplies and materials required to function optimally according to local and national policies as well as internal controls. This position will assist with procurement and inventory activities through accurate record keeping and tracking; receiving, checking and delivering ordered supplies and materials; assisting with preparing purchase orders and invoice payments.

Duties include, but are not limited, to the following:

Procurement Duties:

- Purchases or assists in procuring equipment, supplies, services and materials.
- Prepares purchase order, receiving and payment documents in the database; reviews invoices for accuracy and appropriateness. Ensures that payments are timely.
- Analyzes and consistently reviews specific budget object code descriptions and guidelines to ensure the proper coding of all documents.
- Acts as one of the points of contact for deliveries, installations, and court moves; checks deliveries and invoices against purchase orders for type, quantity and condition. Ensures that receipt is acknowledged by appropriate persons and recorded.
- Coordinates effectively with requestors and vendors, providing customer service by communicating statuses as well as resolving issues or delays in the procurement. Provides advice and assistance in a variety of furnishing projects.
- Prepares, reviews and maintains purchasing records and reports; monitors open purchase orders and appropriately de-obligates outstanding purchasing documents.

Financial Duties:

- Counts monies received and deposits in appropriate bank accounts; prepares required financial reports.
- Receives and reviews for appropriateness of payment a variety of vouchers and orders; prepares orders for jury meal payment; and enters data into automated check writing/accounting systems.
- Maintains a variety of ledgers and ensures that the appropriate parties receive payments.
- Maintains accounting records by imputing transactions, performing trial balances, and assisting with reconciliations.
- Creating case ledgers in an automated database.

Qualifications and Requirements:

- High school graduate, or equivalent, required. College degree or coursework in accounting or finance preferred.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast paced environment.
- Self-starter with demonstrated analytical and problem solving skills, professional demeanor, and ability to exercise sound judgment. Excellent interpersonal and communication skills in communicating with various internal and external individuals, as well as establishing and maintaining good relationships with outside contacts.
- Excellent computer skills, including proficiency in Excel and Word, as well as the ability to adjust to ever changing technology.
- Ability to perform manual labor including, assembling items as well as lifting, moving and delivering supplies and materials weighing approximately 25 lbs.

How to apply:

- Submit resume and cover letter stating the reasons for your interest in the position as a single PDF document to Human Resources Administrator by email to: jobs@mdd.uscourts.gov

*To ensure first consideration, submissions should be received no later than 5:00 p.m. on February 5, 2016.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be U.S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.

** General experience is progressively responsible experience that provides evidence that the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

** Specialized Experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, procurement, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.