



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Financial Technician/Specialist
DUTY STATION: Baltimore, Maryland
(with occasional travel to other locations in the District)

OPENING DATE: April 15, 2019
CLOSING DATE: Open Until Filled with
first preference given to applications received
by April 30, 2019

SALARY: CL 23 (\$37,611 - \$61,122) Two years of general experience** or college degree
CL 24 (\$41,640 - \$67,711) Two years of general experience** or college degree plus
one year of specialized experience** required
CL 25 (\$45,995 - \$74,782) Two years of general experience** or college degree plus
two years of specialized experience** required
CL 26 (\$50,669 - \$82,326) Two years of general experience** or college degree plus
three years of specialized experience** required
Possible promotion potential to the CL 27 (\$55,645 - \$90,484) without further competition.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Financial Technician/Specialist. The incumbent supports the financial operations of the court and maintains required accounting records. The Financial Specialist position provides a full range of financial support services to the court and is responsible for funds received and disbursed by the court as well as other financial transactions and processing.

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

- Maintains, reconciles and analyzes accounting records, consisting of a cash receipts journal, registry funds, and deposit funds as well as subsidiary ledgers for other fiscal records.
- Reviews and/or performs accounts payable and accounts receivable duties; has responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Prepares, updates, examines and analyzes a variety of reports as requested.
- Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Reviews travel vouchers for payments related to expenses incurred for work or training related travel for appropriateness of payment.
- Uses accounting software (JIFMS, FedInvest, CCAM) to record, store, and track information.
- Serves as point of contact and administrator for SmartBenefit transit subsidy program.
- Processes and pays bills and invoices incurred in court units. Calculates, prepares, and issues financial statements according to established procedures.
- Adds cases and case information for civil and criminal debt. Processes payments that are supported by registry or unclaimed funds orders. Debits, credits, and totals accounts on spreadsheets, databases, and financial software used by the court unit.
- Compiles necessary information to process returned checks and returned mail and provide customer service to victims and their representatives. Works with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.
- Complies with guidelines, procedures, and policies established by the Administrative Office and the court unit. Gives advice and explains requirements of the Guide to Judicial Policy as they relate to proper disbursement.
- Responsible for completing any special projects as needed.

Qualifications and Requirements:

- High school graduation or equivalent required. College degree in accounting or finance preferred.
- Experience in accounting or finance, and knowledge of financial accounting principles required.
- General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

- Specialized experience is progressively responsible financial experience in the duties listed in this announcement.
- Excellent computer skills, including proficiency in Excel and Word, as well as the ability to adjust to ever changing technology.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment, act with diplomacy, and maintain confidentiality.
- Excellent interpersonal and communication skills in communicating with various internal and external individuals, as well as establishing and maintaining good relationships with outside contacts. Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment. Ability to multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Ability to adjust priorities quickly as circumstances dictate.
- Ability to understand and accurately carry out detailed and complex instructions while managing tight deadlines and conflicting priorities.

Federal Benefits:

- 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs and the Commuter Benefit program.

How to Apply:

Submit resume, salary history and a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to: jobs@mdd.uscourts.gov. Include the job title for which you are applying in the subject header of the email.

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on April 30, 2019. Incomplete or incorrectly submitted application packets may not be considered for the position.**

- 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.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship 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.
- This is a high-sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigation will be required every five years thereafter.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- 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.