
VACANCY ANNOUNCEMENT (15-02)



United States District Court - Middle District of PA

FINANCIAL SPECIALIST I

Scranton, Pennsylvania

SALARY: CL 26-01 (\$42,644) - CL 26-61 (\$69,289)
with promotion potential to a CL 27

Opening Date: February 11, 2015 - Closing Date: March 4, 2015

The United States District Court for the Middle District of Pennsylvania is seeking qualified candidates for the position of full-time Financial Specialist I in the Scranton Office.

POSITION OVERVIEW: The incumbent's duties will include performing administrative, technical and professional work related to accounting, financial and budgetary activities of the court, ensuring compliance with appropriate guidelines, policies and internal controls. Responsibilities of the position include, but are not limited to, maintaining, reconciling and analyzing a variety of accounting records, financial statements and reports; overseeing and assisting with accounts payables and accounts receivable activities; ensuring accuracy and accountability of monies received and disbursed by the court; preparing, updating and analyzing a variety of regular and nonstandard reports requested by the Administrative Office of the U.S. Courts, the U.S. Treasury, and other organizations; reviewing payment vouchers to ensure compliance with court policies and procedures; and assisting with budget preparation. This position reports to the Administrative Supervisor and provides support to the Financial Administrator.

The incumbent is also responsible for overseeing files and documents related to the monetary aspects of case management, designing and maintaining a variety of spreadsheet formats and programs for analyzing financial information, and using a variety of manual and automated systems and case management tools.

QUALIFICATIONS: The successful candidate should be a high school graduate or equivalent, have two (2) years of general experience and one (1) year of specialized experience equivalent to work at the CL 25 salary level of the Court Personnel System. A bachelor's degree in finance, accounting or a related field is preferred. Specialized experience includes progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, terminology and principles of financial administration and/or accounting and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases. This position has promotion potential to a CL 27, without further competition, at the discretion of the Clerk of Court and subject to Fiscal Year funding.

The position requires excellent verbal and written communication skills, a positive attitude, ability to work independently as well as in a team environment, be detail oriented, possess excellent organizational, analytical and interpersonal skills, exercise discretion in dealing with confidential information and ability to multitask in a fast paced environment.

Proficiency with a variety of software programs and accounting systems, including Microsoft Word, Excel and Lotus Notes, is required. Knowledge of accounting practices and principles required. Skill and accuracy in working with numerical calculations is required. Occasional travel to other court divisional offices, Harrisburg, Williamsport and Wilkes-Barre, may be required.

SALARY AND BENEFITS: This is a full-time position and is eligible for the Federal Judiciary's comprehensive benefits package (health and life insurance, dental and vision insurance, retirement plan, matching and tax-deferred Thrift Savings Plan, Flexible Benefits Program, Long Term Care Insurance, paid holidays and leave accrual). Salary range is CL 26-01 (\$42,644) - CL 26-61 (\$69,289). Starting salary is based on qualifications, specialized experience, budgetary considerations and/or prior classifications under the Judiciary Salary Plan or the Court Personnel System. Applicant must be a U.S. citizen or lawful permanent resident actively seeking citizenship. This position is classified as a high sensitive position which requires a ten year background investigation and periodic updates. The successful candidate is hired provisionally, contingent upon successful completion of the background investigation. In addition, the incumbent must satisfactorily complete a six month probationary period. Employees are required to use electronic fund transfer (EFT) for payroll purposes.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office. The decision on granting a reasonable accommodation will be made on a case-by-case basis. Travel and relocation expenses will not be reimbursed.

TO APPLY: Applicants are invited to submit a cover letter, resume, three letters of reference and a completed AO 78 Application for Judicial Branch Federal Employment, which may be downloaded from the court's web site at www.pamd.uscourts.gov. All documents are to be forwarded as one file via email to:

hr_pamd@pamd.uscourts.gov

Closing date for applications is March 4, 2015.

Court employees are "at will" and serve at the pleasure of the court. The Federal Government Civil Service classification or regulations do not apply. The U.S. District Court is an equal opportunity employer.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.