POSITION VACANCY – 2015-4

February 13, 2015

United States District Court
District Clerk's Office and Probation Office
Eastern District of Washington
Spokane, Washington

FINANCIAL SPECIALIST

Court Personnel System Classification Level: CL 25-26
Depending upon experience, qualifications and previous government service
Career Salary Range CL 25: $38,704 (minimum) to $62,951 (maximum)
Career Salary Range CL 26: $42,644 (minimum) to $69,289 (maximum)
If hired at CL25, Career Ladder Position with possible promotion to CL 26

Application Closing Date: Friday, February 27, 2015

INTRODUCTION

The United States District Court for the Eastern District of Washington is seeking qualified applicants for two full-time Financial Specialist positions. These positions are responsible for providing support to the budget, procurement and financial operations of the court. The United States District Court offers this opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

REPRESENTATIVE DUTIES OF THE POSITION

- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and

maintain spreadsheet formats and programs for analyzing financial information for the court.

- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Coordinate with selected vendors on supply and delivery of purchased items. Maintain accountable property records and recommend cyclical replacement of accountable property.

QUALIFICATIONS

To qualify for the position, an individual must have a four-year college degree in accounting, finance, or related field, and at least one year of progressively responsible financial experience that provided knowledge of the rules, regulations and terminology of financial administration.

Required of the incumbent will be:

- Critical thinking;
- Attention to detail;
- Analytical skills;
- Excellent organizational skills;
- Strong communication skills; and
- The ability to multi-task, prioritize tasks, follow through and meet deadlines in a fast-paced environment.

Preference may be given to applicants who:

- Have prior government experience working in finance, budget, procurement or related field.
- Demonstrate proficiency in word processing, web-based environments, data entry, and the use of spreadsheets.
- Have prior experience in the federal court environment.

POSITION REQUIREMENTS

- Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court.
- Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity.
- Ability to establish and maintain good working relationships with others. Experience in listening to and interpreting information.

  The successful candidate must be:
  - a self starter;
  - highly organized;
  - responsible;
  - tactful;
  - professional in appearance, demeanor and conduct;

- able to work harmoniously with others; and
- able to communicate effectively.

INFORMATION FOR APPLICANTS

Qualified applicants should submit a U.S. District Court Employment Application, a letter of interest and resume, prior to the deadline, to:

Human Resources Specialist
Office of the Clerk, U. S. District Court
Rm. 840 Thomas S. Foley United States Courthouse
920 West Riverside Avenue - P.O. Box 1493
Spokane, WA 99210

You may also email your application package as 1 document in PDF format to:
HR@waed.uscourts.gov
Please reference 2015-4 in the subject line and include your last name.

Applicants may pick up a U.S. District Court employment application form from the Clerk's Office in Spokane, Richland or Yakima. The application form can also be downloaded from the Court's public web site at: http://www.waed.uscourts.gov.

The U.S. District Court requires employees to follow a code of conduct. Selectee is subject to a twelve (12) month probationary period. **The final candidates will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Benefits include 13-26 days of annual and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed here.

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE