



## Position Announcement

Position: Financial Specialist  
Announcement Number: 2015-01  
Opening Date: March 27, 2015  
Salary Range: \$46,835 - \$76,152  
Classification Level: CPS CL-27

Location: Burlington, Vermont  
Position Status: Full-Time Permanent  
Closing Date: Open Until Filled  
Developmental Salary Range: \$46,835 - \$58,562

Salary dependent upon qualifications and experience, including court preferred skills.

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The clerk's office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at three staffed locations: Burlington, Brattleboro, and Rutland. This position is located in the clerk's office in Burlington with frequent travel to Rutland for the duration of a training period (approximately 6 months). Under a shared administrative services agreement, the incumbent performs accounting and financial management activities for the United States Bankruptcy Court, and ensures the accountability of funds appropriated, collected, deposited, distributed, and disbursed.

### **Duties and Responsibilities:**

Assists with the formulation, evaluation and implementation of policies, procedures, and protocols related to financial operations and budgetary execution throughout the court;

Performs reviews to ensure the court is in compliance with Guide to Judiciary Policies and Procedures, internal controls, and generally accepted accounting principles; prepares documents to identify findings and develop written recommendations for changes;

Maintains, reconciles, and analyzes accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records; reviews and/or performs accounts payable and accounts receivable duties and has responsibility for the accuracy and accountability of monies received and disbursed by the court; prepares, updates, examines, and analyzes a variety of regular and non-standard reports as requested by any court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies; designs, develops, and maintains spreadsheet formats and programs for analyzing financial information for the court;

Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed; reviews vouchers for payments related to expenses incurred by the court for appropriateness of payment; accepts responsibility for files and documents related to the monetary aspects of case management; collaborates with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping; oversees financial operations and accountable property disposal of the U.S. Bankruptcy Court to ensure compliance with internal controls, policies, and procedures;

Assists with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate; uses a wide variety of manual and automated accounting systems and cash management tools; assists and trains other court employees in the use of these systems and tools;

Travels to other court locations as necessary; performs other duties as assigned by management.

## **Minimum Qualifications:**

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience which provides evidence 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 effectively with others, orally and in writing; and (4) The capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must have two years of specialized experience. 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 or financial reporting which provided a knowledge of rules, regulations and terminology of financial administration.

## **Desirable Qualifications / Court Preferred Skills:**

Comprehensive knowledge of government accounting practices, procedures, and principals, including internal control and separation of duties; excellent interpersonal and communication skills; ability to consistently demonstrate sound ethics and judgment; and a bachelor's degree from an accredited college or university.

## **Experience and Educational Substitutions:**

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for specialized experience including one of the following superior academic achievement requirements: An overall "B" grade point average equaling 2.9 or better of a possible 4.0; Standing in the upper third of the class; "3.5" average or better in the major field of study, such as finance or accounting; or election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

## **Benefits:**

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

## **Application Process:**

Qualified applicants should submit a cover letter and resume to:

By email: HR@vtd.uscourts.gov	By mail: U.S. District Court
Subject: Financial Specialist Position	Attn: Financial Specialist Position
	P.O. Box 945
	Burlington, VT 05402-0945

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check as a condition of employment. All appointments are subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.