



POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

Position Title: Financial Specialist II
Salary/Grade Range: \$47,197- \$76,704 (CL-26) with promotion potential without further competition
\$51,847 - \$84,284(CL-27)

Location: Birmingham, Alabama
Opening Date: February 17, 2021
Closing Date: Until filled

POSITION OVERVIEW: Financial Specialists II perform accounting and financial management activities and ensure the accountability of funds collected, deposited, distributed and disbursed. Ensure accuracy and completeness of data, quality of service and compliance with internal controls, government requirements, regulations and policies. Financial Specialists II prepare, update, and analyze a variety of accounting records, financial statements, and reports, oversee and assist with accounts payable and accounts receivable activities, conduct internal reviews, develop recommendations regarding procedures for improvements, and assist with policy development regarding financial matters.

DUTIES: 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 as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies. 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. Oversee financial operations to ensure compliance with internal controls, policies, and procedures. 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.

QUALIFICATIONS/EXPERIENCE: The starting salary is dependent upon experience and qualifications. One (1) year of specialized experience is required for CL-26, two (2) years of specialized experience is required for CL-27. Progressively responsible clerical or administrative experience that required knowledge of the rules, regulations, practices 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. Knowledge of Microsoft Office 365. Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges. Ability to communicate effectively both orally and in writing. Ability to work independently and in a team environment as well as the

ability to manage multiple projects and priorities within strict deadlines in a fast-paced environment. Occasional travel required.

MISCELLANEOUS:

The U. S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement and/or fill the position earlier than the closing date without prior notice. This job announcement may result in filling more than one position. Due to the anticipated volume of applications, the court will only communicate with those qualified applicants who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Interview travel and/or relocation expenses will not be reimbursed.

BACKGROUND CHECK: This position is a high sensitive position within the federal judiciary. Promotion is provisional and retention will depend upon the successful completion and favorable suitability determination based on the appropriate background check.

HOW TO APPLY:

Persons interested in applying for this position should submit a letter with resume detailing background, experience, and qualifications, three professional references, fully completed AO-78 (Judicial Branch Federal Employment application) which is available from the court's website at www.alnd.uscourts.gov to:

Shiretta Houser
Human Resources Specialist
U.S. District Court- NDAL
1729 5th Avenue North
Birmingham, AL 35203

EQUAL OPPORTUNITY EMPLOYER