



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

POSITION: Financial Assistant--District Court

LOCATION: Washington, DC

SALARY RANGE: CL 25 (\$42,114 - \$68,499)
Salary determined by work experience, prior/present pay history and previous federal government experience.

Opening Date: April 10, 2015 **Closing Date:** OUF

POSITION OVERVIEW

The Financial Assistant position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia and reports directly to the Financial Administrator. The position provides a full range of financial support services to the court including the primary responsibilities of voucher processing and cashing in the FAS4T system.

This position requires regular interaction with judges, court managers, Administrative Office personnel, attorneys, bank personnel, and the general public.

DUTIES AND RESPONSIBILITIES

Maintains control over cash drawer. Collects funds and balances cash drawers daily. Counts monies received and processes receipts in appropriate case accounts.

Processes and pay bills and invoices incurred in court units. Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.

Maintains accounting records by inputting transactions, and adding cases and case information for civil and criminal debt. Processing payments that are supported by registry orders. Debits, credits, and totals accounts on spreadsheets, databases, and financial software used by the court unit.

Processes victim restitution payments, including processing incoming checks; compiling necessary information; processing returned checks and returned mail; and, providing

customer service to victims and their representatives. Works with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.

Processes vouchers and payments for Criminal Justice Act panel attorneys, jurors, trustees, and other similar vouchers. Receives, reviews, and prepares payment vouchers received; and, enters data into automated check writing/accounting systems.

Receives, reviews, and processes travel vouchers and travel advance requests from court employees. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicates with individuals to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.

Assists with preparing reports and forms by compiling information. Uses accounting software and systems to record, store, and track information.

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 Policies and Procedures* as they relate to proper disbursement.

Ensures 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. Accepts responsibility for files and documents related to the monetary aspects of case management (e.g. registry orders, Judgments in a Criminal Case, etc.).

Performs other duties as assigned.

QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Prospective candidates should have a minimum of one year of responsible financial experience and a solid knowledge of automated accounting systems. Experience should include: progressively responsible clerical experience, routine use of keyboard skills, the application of accounting terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and accurate records and files. Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must be proficient in Word, Excel and other computer systems. Experience using FAS4T or similar financial system is a plus.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance

***Credit for prior government service towards leave accrual rates and retirement*

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or 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.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and/or security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of: (1) a completed AO 78- Application for Judicial Employment, (2) a resume detailing all relevant experience, education and skills and (3) cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Room 2002
Washington, DC 20001

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all materials requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified.

Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer