

**\*\*\*\*CAREER OPPORTUNITY\*\*\*\***



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF TENNESSEE**

**POSITION TITLE:** Financial Specialist  
**LOCATION:** Nashville, Tennessee  
**SALARY RANGE:** \$40,464 to \$79,617 (CL 25 to CL 27) Starting salary commensurate with qualifications and work experience.  
**START DATE:** Position available immediately  
**CLOSING DATE:** Open until filled with preference given to resumes received by Friday, July 13, 2018.

**POSITION OVERVIEW:**

This position is located in the Clerk's Office. The Financial Specialist performs and coordinates administrative, technical, and professional work related to the financial and accounting activities of the Court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

**REPRESENTATIVE 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 and 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. Attorney's Office, Judges, U.S. Treasury, financial institutions, or other organizations/agencies.
- Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court.

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- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers or payments related to expenses incurred by the Court for appropriateness of payments. Accept responsibility for files and documents related to the monetary aspects of case management.
- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations throughout the Court.
- Perform reviews to ensure compliance with the Guide to Judiciary Policy, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.
- Maintain accounting records by inputting transactions, performing trial balances, and reconciling the accounts through the automated systems. Debit, credit, and total accounts on spreadsheets, databases, and financial software used by the court unit.
- Process and print checks for all court units. Process non-cash collateral and bond exonerations. Disburse non-appropriated and appropriated funds, and registry and deposit funds, as required. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Process victim restitution payments, including incoming checks; produce and mail payments; maintain ledger of restitution payments and ensure that victims receive payments; process returned checks and returned mail; and provide customer service to victims and their representatives. Work with other agencies to reconcile criminal debt accounts and receivable records.
- Receive, review, and process travel vouchers and travel advance requests from court unit. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Maintain control over unit cash registers, as well as collecting and reconciling cash drawers daily. Count monies received and process receipts and deposit in appropriate bank accounts.
- Prepare reports and forms by compiling information. Use accounting software and systems to records, store, and track information. Research court case files to ensure release of collateral.

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- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the Guide to Judiciary Policy as they relate to proper disbursement.
- Provide customer support to judicial officers, their staff and the Clerk's office concerning payment or receipting of funds. Communicate with and advise employees on specific tasks regarding financial procedures and make available written instructions.
- Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- May lead the work of financial technicians or administrative support staff.
- Other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

General Experience: A minimum of two years of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. (Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.)

Specialized Experience: Progressively responsible clerical or administrative experience that provided 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.

Court Preferred Experience: Strong preference will be given to applicants who possess a bachelor's degree or advanced degree in accounting, finance, or a related field from an accredited college or university, as well as federal court experience in a similar position with knowledge of legal terminology, federal court processes, and functions of the court; excellent written and oral communication skills, including the ability to relay financial data clearly to non-financial personnel; must be dependable and possess a professional and positive attitude; must be detail-oriented with excellent analytical skills; ability to problem solve and exercise mature judgment. Proficient computer skills (i.e., financial applications, spreadsheet, word processing) is highly desirable.

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**BENEFITS:**

- 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 leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

**CONDITIONS OF EMPLOYMENT:**

- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Final candidate is subject to a background check.

**APPLICATION PROCESS:**

Interested applicants should submit **one PDF document** that contains (1) a cover letter explaining why you are a good candidate for this position and (2) a resume. Email the PDF document to [applications@tnmd.uscourts.gov](mailto:applications@tnmd.uscourts.gov) with the subject line “Financial Specialist.” Applications will be accepted until the position is filled. Travel and relocation expenses will not be reimbursed.

EQUAL OPPORTUNITY EMPLOYER