



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

POSITION TITLE: Financial Technician (permanent; full-time)

ANNOUNCEMENT NO.: 2023-6

LOCATION: Nashville, Tennessee

SALARY RANGE: \$37,357 to \$55,162 (CL 23/1 to CL 24/33) 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, May 12, 2023

POSITION OVERVIEW:

This position is located in the Clerk's Office. The incumbent provides support to the financial operations of the Clerk's Office and maintains required accounting records.

REPRESENTATIVE DUTIES:

Maintain control over unit cash registers, including distributing funds to case initiation clerks, as well as collecting and balancing cash drawers daily. Count monies received and process receipts and deposits in appropriate bank accounts.

- Process and pay bills and invoices incurred in court unit. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- 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.

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- Process victim restitution payments, including processing incoming checks; compiling necessary information; producing and mailing payments; maintaining ledger of restitution payments and ensuring that victims receive payments; processing returned checks and returned mail; and providing customer service to victims and their representatives. Work with U.S. Attorney's Office to reconcile criminal debt accounts and receivable records.
- Process vouchers and payments for Criminal Justice Act panel attorneys, jurors, and other similar payees. Receive, review, and prepare payment vouchers received and enter data into automated check writing/accounting systems.
- 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 unit to respond to questions, problems or insufficiencies with voucher submissions and the status of payment of vouchers.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store and track information.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the *Guide to Judicial Policies and Procedures* as they relate to proper disbursement.
- 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: Skill in the use of automated systems (i.e., financial applications, spreadsheet, word processing). Ability to communicate information accurately and in a timely manner from individuals within and outside the court. Ability to meet deadlines. Attention to detail is required. Excellent written and oral communication skills. Strong preference for candidate with college degree.

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BENEFITS:

- 11 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 a cover letter explaining why you are a good candidate for this position and a resume. Email the PDF document to applications@tnmd.uscourts.gov with the subject line “Financial Technician.” Applications will be accepted until the position is filled with preference given to resumes received by Friday, May 12, 2023. Selected interviews will be scheduled as applications are reviewed.

EQUAL OPPORTUNITY EMPLOYER