



## UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

**POSITION:** Financial Specialist I - Amended

**LOCATION:** Des Moines, IA

**OPENING DATE:** Tuesday, November 4

**CLOSING DATE:** Open Until Filled, applications received by 12 p.m. on Friday, March 6 will receive priority consideration

**CLASSIFICATION LEVEL/SALARY RANGE:** CPS CL-25 (\$38,334 - \$62,307); Promotion Potential to CL-26 (\$42,199 - \$68,639); salary is based on experience and qualifications in accordance with the Court Personnel System.

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### MISSION STATEMENT

It is the mission of the Clerk's Office for the U.S. District Court for the Southern District of Iowa to support the delivery of justice by providing the highest level of service and professionalism to all. To accomplish this we will foster:

- Integrity through dedication and accountability
- A positive and supportive work environment through opportunities for professional development and work/life balance initiatives
- Teamwork through respect and open communication
- Diversity through appreciation of differences
- Our strategic organizational vision through the efficient and effective allocation of resources

### POSITION OVERVIEW

The United States District Court for the Southern District of Iowa is accepting applications for the position of Financial Specialist I. This position is located in Des Moines, Iowa and reports to the Financial Administrator/Budget Analyst. The incumbent provides support to the financial operations of the Clerk's Office and maintains required accounting records. The incumbent performs accounts payable and receivable duties and assists in preparing a variety of financial reports.

### DUTIES AND RESPONSIBILITIES

Adheres to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Reviews invoices for expenses incurred by the court and court staff for appropriateness of payment; prepares payment vouchers for district and inputs the vouchers into the FAS<sub>4</sub>T automated accounting system; reviews payables prepared by other finance department staff; mails checks, and files paid vouchers.

Maintains control over daily cash collections; performs daily reconciliation between cash collections and daily receipts, prepares the bank deposits.

Maintains reliable accounting records by accurately inputting transactions (including Library Fund), thoroughly performing trial balances, and regularly reconciling the accounts through automated systems. Accurately debits, credits, and totals accounts on spreadsheets, databases, and financial software meeting court unit standards. Assists with preparing financial related reports.

Creates and maintains case information records in FAS<sub>4</sub>T/CCAM (Civil Criminal Accounting Module) and the legacy system. Obtains information for proper collection and disbursement of court-imposed fines and restitutions by referring to case documents and working with the U.S. Attorney's Office, the U.S. Probation Office, and chambers staff.

Reconciles criminal debt accounts with the U.S. Attorney's Office and provides balances to other court offices and outside agencies including transfer of jurisdiction.

Sets up and maintains ledgers in criminal cases using an automated program and Excel spreadsheet; prepares disbursement paperwork and ensures that victims receive payments. Provides customer service to victims and their representatives; processes returned checks and returned mail including researching victim addresses and tracking unclaimed items.

Receives, reviews, edits, and prepares payment for travel requests for all divisional offices. Confers with judges and employees regarding compliance with and interpretation of the travel regulations. Consults with the Administrative Office (AO) regarding compliance with and interpretation of the travel regulations and requests guidance verbally or in writing, as needed.

Enters budget allocations and supplements into FAS4T.

Creates disbursement vouchers for court registry funds including Marshal sales.

Provides financial guidance to Clerk's Office employees and other court units.

Assists with financial projects, internal/external audits, and maintaining financial manuals, procedures, and forms.

Serves as a member of the CJA (Criminal Justice Act) Team and performs the following CJA duties:

- Shares responsibility for conducting procedural compliance audits of CJA vouchers submitted for payment, including research of CJA guidelines, court docket, and other sources as needed to make necessary determinations on changes/corrections, as applicable.
- Advises the court and the Bar on CJA procedural issues and makes recommendations to Judges on reasonableness of payments and services.
- Ensures accuracy and proper accounting processes. Enters data in the automated CJA payment system and properly maintains CJA payment records.
- Serves as liaison between the Bar, the Court, the Circuit, the Administrative Office's CJA Section, and the Defender Services Division regarding all CJA payment-related matters.
- Keeps current with CJA guidelines and reference materials and assists with updating judges, clerk's office personnel, and CJA panel attorneys regarding changes, as applicable.
- Maintains internal records and statistics regarding CJA payments. Provides training and support to personnel in the use of the CJA Payment Program and voucher processing.

Performs backup duties in the absence of the Financial Specialist.

Performs other duties as assigned.

## **QUALIFICATIONS**

Associates degree in accounting or related area or two years of specialized experience. Specialized experience is defined as progressively responsible employment in the financial field utilizing rules, regulations, practices and principles of financial administration and/or accounting, and involves the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases. The candidate must have a positive attitude, deliver excellent customer service, and be detail oriented. Strong analytical skills, excellent organizational skills, willingness to learn and participate in a team environment, ability to respond to requests on short notice, and the ability to manage multiple tasks are essential.

## **BENEFITS**

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life

Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

### **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 for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

### **MISCELLANEOUS**

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

### **APPLICATION INFORMATION**

Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked “confidential” and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist  
U.S. District Court, Southern District of Iowa  
P.O. Box 9344  
Des Moines, IA 50306-9344  
E-mail: [mindidecker@iasd.uscourts.gov](mailto:mindidecker@iasd.uscourts.gov)

**The United States District Court is an Equal Opportunity Employer.**