



UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

POSITION: Financial Specialist II

LOCATION: Des Moines, IA

OPENING DATE: Friday, January 30

CLOSING DATE: Open Until Filled, applications received by February 13, 2015 will receive priority consideration

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-27 (\$46,365 - \$75,407); Promotion Potential to CL-28 (\$55,579 - \$90,375); salary is based on experience and qualifications in accordance with the Court Personnel System.

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 II. This position is located in Des Moines, Iowa and reports to the Financial Administrator/Budget Analyst. The incumbent assists in performing and coordinating administrative, technical, and professional work related to financial, accounting, and a small amount of budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent assists with day-to-day internal reviews, develops recommendations regarding procedures for improvements, and assists with policy development regarding financial matters.

DUTIES AND RESPONSIBILITIES

Maintains, reconciles, and/or analyzes accounting records, consisting of cash receipts journal, registry, deposit, and unclaimed funds, as well as subsidiary ledgers and other fiscal records. Reviews and/or performs accounts receivable duties; responsible for the accuracy and accounting of monies received by the court. Assists in overseeing the financial operations to ensure compliance with internal controls, policies, and procedures.

Performs reviews to ensure that the court unit is in compliance with *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.

Prepares, updates, examines, and analyzes a variety of regular and nonstandard reports as requested by other court units, Administrative Office, U.S. Treasury, financial institutions, and other organizations/agencies.

Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Reviews vouchers for payments related to expenses incurred by the court for appropriateness of payment.

Collaborates with Administrative Office and System Deployment and Support Office to develop or customize programs/systems which assist with analyzing and tracking finance and accounting transactions for the court (criminal debt). Designs, develops, and maintains spreadsheet formats for analyzing and tracking financial information.

Assists 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.

Assists and instructs other court employees in the use of a variety of manual and automated accounting systems and case management tools.

Assists with the formulation, evaluation, and implementation of policies, procedures, and protocols relating to financial operations throughout the court.

Assists with financial projects.

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 I.

Performs other duties as assigned.

QUALIFICATIONS

Bachelor's degree in accounting or related area or four 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 lead to 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

The United States District Court is an Equal Opportunity Employer.