



## UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

**POSITION:** Procurement & Finance Specialist

**LOCATION:** Des Moines, IA

**OPENING DATE:** Monday, May 1

**CLOSING DATE:** Open Until Filled

**CLASSIFICATION LEVEL/SALARY RANGE:** CPS CL 26/27 (\$50,588-\$90,353); salary is based on experience and qualifications in accordance with the Court Personnel System.

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### OVERVIEW

The Procurement and Finance Specialist provides administrative, technical, and professional support to supply the court with supplies, equipment, and services; performs financial transactions; and maintains required financial records. The incumbent ensures compliance with appropriate federal contracting laws and judiciary guidelines, policies, and internal controls.

### DUTIES AND RESPONSIBILITIES

Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.

Assess requests for goods and services by ensuring they are allowable under applicable policies, as well as verify funding availability. Review accounting records of each functional allotment and reconcile accounts. Prepare spreadsheets and maintain databases to track certain expenditures.

Research and evaluate suppliers; prepare specifications, solicitations, and requests for quotes/proposals; research products and equipment. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.

Negotiate with vendors for the best price over contracted services and purchases. Evaluate and monitor contract performance to ensure compliance; clarify contract requirements and resolve any conflicts.

Issue purchase orders and prepare/maintain spreadsheets and databases to track purchases. Review, verify, and process invoices for payment for accuracy and compliance with local, circuit, and national guidelines. Respond to questions, concerns, or insufficiencies with invoice submissions. Communicate with vendors on payment status.

Maintain control over cash collections; perform reconciliation between cash collections and receipts, prepare bank deposits.

Assist in maintaining, reconciling, and reviewing accounting records. Use accounting software and systems to record, store, compile, and track information. Use financial reports to monitor un-liquidated obligations and assist with budget forecasts.

Assist with internal controls compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions.

Serve 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.
- Serve as a 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.

Adhere to the *Guide to Judiciary Policy*, internal control procedures, and other applicable guidelines.

Complete initial and ongoing training for Contracting Officer Certification Program levels 1, 2, and 3.

Assist with developing local procurement and facilities policies and procedures.

Assist with escorting vendors, moving furniture and equipment, event setup, and maintaining government vehicles as needed.

Perform other duties as assigned.

## **QUALIFICATIONS**

The candidate at minimum must be a high school graduate, or equivalent, and have two years of general experience and two years of specialized experience in accounting, procurement, or a related field. A bachelor's degree from an accredited college or university is preferred.

Must have strong customer service skills and excellent computer skills. The candidate must have the ability to take initiative, handle multiple priorities, respond to requests on short notice, conduct in-depth research, analyze options, and meet deadlines. The candidate must have excellent interpersonal and communication skills (written and verbal) and the ability to work well with others. The candidate must have well-developed organizational and time management skills. The candidate must have a positive attitude and present a professional image for the court.

## **BENEFITS**

Benefits include eleven 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, Thrift Savings Plan, Flexible Benefits Program, and Federal Judiciary Long Term Care Insurance Program 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 for the Southern District of Iowa 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 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 cover letter which addresses qualifications, skills, and experience necessary to perform the duties and (2) a resume. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be mailed or e-mailed to:

Mindi Decker, Human Resources/Training Manager  
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 Court is an Equal Opportunity Employer**