



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

JUDICIARY VACANCY ANNOUNCEMENT

FINANCIAL SPECIALIST

10-UTD-23

OPEN DATE: MAY 19, 2023

CLOSE DATE: MAY 30, 2023

The United States District Court for the District of Utah is seeking qualified applicants for the position of Financial Specialist. This position is located in Salt Lake City, UT and reports to the Budget and Procurement Manager. This is a full-time position and is classified at a CPS CL26 or CL27 depending on qualifications. This position is open to all qualified employees of the judiciary, transfers are encouraged up to a CL27.

POSITION OVERVIEW:

The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls.

REPRESENTATIVE DUTIES:

- Assist in maintaining, reconciling, and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Assist in the preparation, update, examination, and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations and agencies.
- Process victim restitution payments, and other criminal debt. Adds cases and case information for civil and criminal debt. Maintain ledger of restitution payments and ensure that victims receive payments. Provide customer service to victims and their representatives. Work with the U.S. Attorney's Office and U.S. Probation to reconcile criminal debt accounts and receivable records.
- Process vouchers and payments for Criminal Justice Act panel attorneys, experts, and other similar vouchers. Receive, review and prepare payment vouchers received; and enter data into automated check writing/accounting systems. Provide customer support to CJA panel and service providers.
- Review invoices from suppliers and prepare vouchers for approval, including supporting documentation.
- Execute and maintain Court Reporter and Interpreter contracts and invoices.
- Review and prepare travel vouchers. Assist employees with questions, problems, or insufficiencies with travel voucher submissions.
- Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store, and track information. Research court case files to ensure release of collateral.
- Participate in monthly Finance team meetings to discuss roadblocks, brainstorm solutions, discuss procedure changes and contribute ideas for efficiencies and continuous improvement.

- Answer policy and procedure questions for judges and unit staff. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Oversee financial documents/records retention and disposal.
- Close out cashiers at end of day. Secure money and records in vault.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Candidates must be a high school graduate and have a minimum of two years of general clerical or administrative experience. Plus, an additional one or two years of specialized experience which includes progressively responsible professional experience that provided the knowledge of rules, regulations, practices, and principals of financial administration and/or accounting; and involved the routine use of financial or accounting systems, or other computer-based systems and applications. The specialized experience should include experience in budget, accounting and/or financial reporting that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of financial management. A bachelor's degree from an accredited university, in accounting, finance, business or related field is preferred.

- CL 26 - one year of specialized experience equivalent to work at a CL 25 level
- CL 27 - two years of specialized experience, including one-year equivalent to work at a CL 26 level

The successful incumbent must demonstrate the ability to work with all levels of staff in an organized and professional manner, foster collaboration and teamwork skills, demonstrate exceptional knowledge and judgment, and effectively communicate both orally and in writing. The incumbent must be able to balance the demands of varying workload responsibilities and deadlines. Time management skills, including the ability to adjust to conflicting duties and demands with composure and discretion are essential.

COURT PREFERRED QUALIFICATIONS:

- Prior financial management experience includes budget, accounting, procurement, audit, internal controls, accounts payable, accounts receivable, financial reporting, etc.
- Proficiency with a wide range of technology, including Microsoft 365 Office Suite, including Word, Excel, PowerPoint, Adobe, and Teams.
- A Bachelor's degree in a related field from an accredited university.

SALARY:

The compensated rate for this position is from the Court Personnel System CL26 (\$50,316 - \$81,771) or CL27 (\$55,266 - \$89,867), depending on length and relevance of experience.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. The Financial Specialist position is a *High-Sensitive* position within the federal judiciary. If a background investigation has not been completed within the past five (5) years, the final applicant(s) will have to complete a background check investigation, including an FBI fingerprint check and periodic updates every five years. Employment will therefore be considered provisional pending the successful completion of the background investigation, and retention depends upon a favorable suitability determination. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. The Financial Specialist is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. Candidates must be United States citizens or be in the process of obtaining citizenship to work for the United States.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. A letter of interest
2. A comprehensive resume of education, employment, and salary history
3. A completed Application for Judicial Branch Federal Employment for ([AO78](#))

The application form ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages must be received by May 30, 2023. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applicants selected for interview must travel at their own expense, and relocation expenses will not be reimbursed. Applicants invited to interview may advise the Human Resources Office if an accommodation is necessary.

Email completed application packages in PDF format to: UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver by close of business May 30, 2023 to:

United States District Court
Attn: HR – Financial Specialist
351 So. West Temple
Salt Lake City, UT 84101