



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK**

**Vacancy Announcement #: 18-05**

**Financial Specialist II**

**CL-27 - \$50,975 - \$82,909 \***

**\*Starting salary commensurate with work experience/prior federal government service**

**Position will be open until filled, with preference given to resumes received by:  
July 18, 2018**

**Position Overview**

The Financial Specialist II performs administrative, financial, technical, and professional work related to financial accounting, internal controls, self-assessment audits, and budgetary activities for the Court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Occasional travel may be required.

**Representative Duties**

- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations throughout the court/office.
- Perform 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.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for fiscal records. Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the U.S. Treasury. Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and for analyzing financial information.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Assist with monitoring of daily fund balances. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Assist with policy development regarding financial matters.

- Collaborate with information technology staff to develop customized programs or systems to assist with financial and accounting transactions and record keeping.
- Perform other duties as assigned.

### **Required Competencies**

- Extensive knowledge of accounting and proficiency in various automated systems to perform day-to-day activities.
- Skill in monitoring and reconciling accounts and ledgers.
- Skill in reconciling invoices, vouchers, and records of payment.
- Ability to conduct internal reviews of financial activities and develop written recommendations for improvements.
- Ability to understand relationships among accounts and how financial procedures related to the overall business of the Court unit.

### **Minimum Qualification Requirements**

- At least three years of progressively responsible financial experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position.
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint.
- Strong written and oral communication skills.

Preference will be given to candidates with the following qualifications:

- A bachelor's degree from an accredited college or university, preferably in accounting, finance, business, or related field.
- Previous experience in a court or legal environment.
- Government financial or budget experience.

Federal benefits package. Applicant must be a U.S. citizen or eligible to work in the United States. Position will remain open until filled, with preference given to resumes received by July 18th, 2018. Only candidates selected for an interview will be contacted. Submit one PDF including cover letter, resume, and Form AO 78, Federal Judicial Branch Application for Employment [available at [www.wied.uscourts.gov/employment](http://www.wied.uscourts.gov/employment)] to: [employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov)

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