



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

Vacancy Announcement #: 21-01

Financial Specialist

CL-26 – CL 27 [\$49,105 - \$87,691]*

***Starting salary usually in the low to middle portion of the range, based on qualifications and experience. Promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.**

Position will be open until filled, with preference given to resumes received by: May 14, 2021

This position is in the Clerk's Office of the U.S. District Court in Milwaukee, WI, and reports to the Financial Manager. The Financial Specialist performs financial, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines and internal controls. The incumbent performs accounts payable and accounts receivable duties, and ensures accuracy of monies received and disbursed by the court.

Representative Duties

- Maintain, reconcile, and analyze accounting records, journals, subsidiary financial records to account for receipts and expenditures of the court.
- Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Audit payment vouchers for accuracy and compliance with judiciary policy and Treasury regulations.
- Account for and reconcile daily collections, perform joint reconciliation of cash drawers and prepare Treasury deposits.
- Prepare, update, examine, and analyze a variety of financial reports. Maintain Excel spreadsheets for various financial applications.
- Use a variety of automated accounting applications and cash management tools.
- Adhere to the Guide to Judiciary Policy and the court's internal control process.
- Perform other duties as assigned.

Minimum Qualification Requirements

- At least two (2) years of progressively responsible financial experience which demonstrates the knowledge, skills, and abilities to successfully perform the duties of this position.
- Proficiency with a wide range of technology, including Microsoft Office applications and Adobe Acrobat.
- Strong written and oral communication skills.
- Ability to work both independently and collaboratively as part of a team.

- Ability to multitask and prioritize work assignments.
- Strong oral and written communication skills.
- Strong organizational skills, detail-oriented.
- Ability to troubleshoot errors and probable causes, strong analytical and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive financial records.
- Professionalism appropriate for a court environment.
- Attendance record and strong work ethic that indicates reliability and commitment.

Preference will be given to candidates with the following qualifications:

- 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 accounting or budget experience.

Federal benefits package. Applicant must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment. Position will remain open until filled, with preference given to resumes received by May 14, 2021. Only candidates selected for an interview will be contacted. Submit a single PDF including (1) cover letter, (2) resume, and (3) Form AO 78, Federal Judicial Branch Application for Employment [available at www.uscourts.gov/employment] to: employment@wied.uscourts.gov

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify human resources at 414.297.3130. The decision on granting reasonable accommodations will be made on a case-by-case basis.