



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

**Vacancy Announcement #: 23-02**

**Financial Specialist**

**CL-26 – CL-27 [\$52,580 - \$93,909]\***

**\*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 open until filled**

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, accounting, and procurement activities of the court, including compliance with appropriate guidelines and internal controls. The incumbent performs accounts payable, accounts receivable, and procurement 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.
- 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.
- Prepare purchase orders and enter obligations into the Judiciary's accounting system
- 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.
- Complete contracting officer training, pursuant to the Judiciary guidelines.
- 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 [Excel, Word, and Outlook] and Adobe Acrobat.

- 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, critical thinking, and attention to detail.
- 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.

**Information for Applicant**

Submit a single PDF including (1) cover letter, (2) resume, (3) essay describing what motivated you to apply for this position and what skills and experience you would bring to the financial team, and (4) 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) . Please use “**Financial Specialist**” as the subject.

Applications will be accepted until the position is filled. Interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Only those candidates selected for an interview will be contacted.

- Applicants must be U.S. citizen or eligible to work in the United States.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The selected candidate will be subject to a background check as a condition of employment.

**Employee Benefits**

Employees of the United States District Court are “at will” employees and ARE NOT included in the Government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Paid holidays, vacation, and sick leave; paid parental leave.
- Participation in Federal Employees Retirement System and Thrift Savings Plan.
- Participation in the federal health, vision, and dental insurance program.
- Participation in a group life insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.