UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

AMENDED

DATE:	May 23, 2016
POSITION TITLE:	Financial Specialist II
LOCATION:	San Francisco, California
CLASS LEVEL:	CL-27
SALARY:	$56,259 - $91,445 / Depending upon Experience and Qualifications
CLOSING DATE:	Open until filled / ***More than one position may be filled***

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 23 active and senior district judges and 12 full-time magistrate judges. The Clerk's Office consists of approximately 140 employees.

DUTIES AND RESPONSIBILITIES:

- ✓ 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 Policies and Procedures, 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 as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- ✓ Maintain control over unit cash registers, as well as collecting and balancing cash drawers. Count monies received and process receipts and deposits in appropriate bank accounts. Conduct quality review and provide training to intake clerks regarding practices and procedures for financial transactions.
- ✓ Process victim restitution payments. Process incoming checks; compile necessary information, maintain ledger of restitution payments and ensure that victims receive payments; and provide customer service to victims and their representative. Work with U.S. Attorney's Office and Probation to reconcile criminal debt accounts and receivable records.
- ✓ Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, posting, and documents for correct entry, mathematical accuracy and proper

codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.

- ✓ Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expense incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. In the Financial Administrator and/or Finance Supervisor's absence, oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- ✓ Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- ✓ Coordinate work efforts with other financial specialists in the Financial Administrator and Finance Supervisor's absences.
- ✓ When called upon to do so, assume the duties of the Financial Administrator and Finance Supervisor in their absences.
- ✓ Assist and train other court employees in the use of automated accounting systems.
- ✓ Perform such other finance related tasks as may be assigned by the Finance Administrator or Supervisor.

MINIMUM QUALIFICATIONS:

The successful applicant must have two years specialized experience, including at least one year equivalent to work at the CL-25. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-25. **Specialized Experience** is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration (budgeting, accounting, auditing, financial reporting, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of financial administration.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants who have:

- Prior federal court experience.
- A bachelor's degree in a related field.
- The ability to meet and communicate effectively with a variety of people.
- Skill in using applicable automated systems.
- Skill in the use of 10-key calculator.
- Excel proficiency.
- Experience which reflects the applicant's ability to work under a great deal of pressure, effectively manage competing priorities and significant time demands, deal well with change, and implement automated procedures.
- Experience with Lotus Notes, Microsoft Word and Windows.

- Work experience that demonstrates the applicant's ability to successfully manage multiple competing priorities, work with limited supervision and deal skillfully with others in one-to-one and team-based working relationships.
- Proven analytical reasoning skills and sound judgment.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:

United States District Court
Attn: Human Resources (FY16-08)
Email to: hr@cand.uscourts.gov

INFORMATION FOR APPLICANTS:

The successful candidate for this position is subject to a FBI fingerprint check and background investigation-employment will be provisional and contingent upon the satisfactory completion of the required background investigation, will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non-Citizens and Making Offers of Future Employment:

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.