



Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California

Job Announcement 18-08

Position:	Financial Specialist I (more than 1 position may be filled from this posting)
Term:	Full-Time Permanent
Location:	San Francisco, CA
Classification Level/Salary:	CL-25 (\$48,850 - \$79,436 per year) Depending on qualifications
Closing Date:	Open until filled; priority given to applications received by October 26, 2018

Organization

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council (pursuant to 28 U.S.C. § 332), a governing board of federal judges with jurisdiction over the federal courts in nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and (4) the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. The incumbent will work under the supervision of the Deputy Circuit Executive.

Duties and Responsibilities

1. Assist in maintaining, reconciling and reviewing accounting records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested.
2. Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
3. Assist in training other financial clerks in the use of financial systems and tools.
4. Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
5. Receive, review, and process travel vouchers and travel advance requests. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes. Communicate with individuals in court unit to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
6. Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
7. Coordinate work efforts with other financial deputies in the financial unit.
8. Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

Education/Experience Requirements

At least three years of progressively responsible experience in office accounting. A bachelor's degree in business administration, finance, accounting or related field is preferred.

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial reporting and financial transactions (such as travel expense reimbursements and payments for procured goods and services).
- Knowledge of general accounting principles, internal controls, and separation of duties. General knowledge of government accounting practices, procedures, and principles.
- Knowledge of financial systems and how to use automated systems to perform day-to-day activities. Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary.
- High attention to detail in working with numerical calculations.
- Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court.
- Ability to recognize errors and identify probable causes.
- General knowledge of the overall fiscal reconciliation process. General knowledge of standards and objectives of internal controls and separation of duties. Ability to monitor and reconcile accounts and ledgers. Ability to reconcile invoices, vouchers, and records of payments.
- Knowledge of court operations and functions. Knowledge and understanding of court documents.. Knowledge of the court automated case management system in order to obtain or research information needed to perform financial duties.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and prepare financial reports in an understandable format. Ability to interact effectively with others, providing customer service and

resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

- Excellent skills in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judicial officers, and internal and external customers.
- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems. Thorough knowledge and skill in use of personal computers and software applications, such as MS Word, MS Excel, MS PowerPoint, Adobe Acrobat, MS Windows, JIFMS, accounting programs, or closely related programs.
- Thorough knowledge of desktop applications, including knowledge of office procedures and operation of standard office equipment such as scanners, photocopiers, and fax machines.
- Ability to work independently.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Available vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance available to employees and eligible family members
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage.
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- Direct deposit of pay required.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history as a [single PDF file](#) by e-mail to personnel@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Financial Specialist (18-08)
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**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS and
committed to equity and inclusion in its hiring practices.**