



MARK B. BUSBY

Clerk of Court

San Francisco Division

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Oakland, CA 94612

San Jose Division

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2112 San Jose, CA 95113

Eureka-McKinleyville Division

3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court
is an equal opportunity
employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Financial Specialist

Classification Level: CL25 or CL26 (Depending upon Experience and Qualifications)

Salary Range: \$61,119 – \$109,364

Location: San Francisco, CA

Opening Date: June 6, 2025

Closing Date: June 20, 2025

(Priority consideration to applicants who apply by 6/20/2025)

The U.S. District Court for the Northern District of California offers an exceptional work environment, offering competitive salaries and benefits, a schedule that supports work-life balance, access to an on-site fitness center, and the opportunity to join a team dedicated to upholding fairness and justice. The Financial Specialist position is based in San Francisco. Some telework is available after the orientation period. If you're ready to take the next step in your career while making a meaningful impact, we encourage you to apply today!

POSITION OVERVIEW

The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls.

Primary duties:

Key responsibilities include:

- Assist in maintaining, reconciling, and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for fiscal records.
- Perform 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 by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.
- 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.
- Maintain control over unit cash registers and collect and balance cash drawers daily.
- Count monies received and process receipts and deposits in appropriate bank accounts.
- Conduct quality reviews and provide training to intake clerks regarding practices and

procedures for financial transactions.

- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Process victim restitution payments. Maintain ledger of restitution payments and ensure that victims receive payments. Process returned checks and returned mail.
- Provide customer service to victims and their representatives. Work with U.S. Attorney's Office and U.S. Probation to reconcile criminal debt accounts and receivable records.
- Receive, review, and process travel authorizations, travel vouchers and travel advance requests from judges and staff.
- Review centrally billed accounts for accuracy, reconcile and submit for payment.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

QUALIFICATIONS

Minimum Qualifications

To qualify at the CL-26 level, three years specialized experience including at least one-year equivalent work at the CL-25 level is required. One year of specialized experience may be substituted by a bachelor's degree in accounting, finance, business, public administration, or related field from an accredited college or university. Applicants currently at CL-24 are qualified but if selected must spend one year at the CL-25 level with satisfactory performance before being promoted to the target grade of CL-26.

Specialized Experience

At a minimum, candidates must have a high school diploma or equivalent. Two years progressively responsible clerical, office, or other work that indicates the ability to work independently and to set priorities across multiple assignments, as well as to work cooperatively in a team environment. Knowledge of and experience using Sharepoint Online, Microsoft Office, and Adobe Acrobat. Ability to consistently demonstrate sound ethics and judgment. Ability to communicate effectively (orally and in writing).

Desirable Qualifications

- Prior federal court experience
- A bachelor's degree.
- 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.
- Highly proficient in Microsoft Excel.
- Experience which reflects the applicant's ability to work under pressure and deal with change.
- Experience with current versions of Outlook, Microsoft Word and Windows.
- Work experience that demonstrates the applicant's ability to successfully manage multiple competing priorities, work with limited supervision, and skill in dealing with others in person- to-person work relationships.
- Proven analytical reasoning skills.

COMPENSATION AND BENEFITS

The U.S. District Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, **full-time** judiciary employees are entitled to:

- A minimum of 11 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after 3 years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Federal Employees' Retirement System (FERS).
- Commuter Benefit Program
- Optional participation in the Thrift Savings Plan (with up to 5% employer matching contributions), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$130 per month), Long-Term Care Insurance, and Professional Liability Insurance.
- Employee Assistance Program (EAP)/Work Life Services.

For more information about federal court benefits, please visit:

www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

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](#), 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.

Equity-Focused Employer

The United States District Court for the Northern District of California is an Equity focused employer. We value diversity and are committed to equity and inclusion in our workplace. The court encourages applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

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.

APPLICATION PROCEDURE

Applicants must submit the following:

1. Cover Letter

2. Resume

3. Three professional references.

To be considered for this position, visit our agency website at <https://www.governmentjobs.com/careers/uscourtscand> to submit the online application, along with the above-listed documents. Please be sure to fully complete your application by providing all work history from the past ten years. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit.