

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE
PROBATION OFFICE



Clifford Davis/ Odell Horton Federal Building
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POSITION ANNOUNCEMENT

Announcement # 15-02

Position Title: Financial Specialist
Salary Range: CL 25 - 26 (\$38,704 – \$69,289)
Position Location: Memphis, Tennessee
Opening Date: October 21, 2015
Closing Date: November 30, 2015

The U.S. Probation Office, Western District of Tennessee, is accepting applications for the position of Financial Specialist at our location in the Memphis courthouse. This is a shared position with the U. S. Pretrial Services Office for the district; the incumbent will perform financial tasks for both court units. The incumbent will report to the Administrative Supervisor in the Probation Department. The preferred candidate will have a demonstrated history of being a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, problem-solving skills and a strong work ethic. Starting salary will be commensurate with work experience, education, prior/present pay history and previous federal court experience.

JOB SUMMARY:

The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the probation/pretrial services office, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs basic accounts payable duties, processes financial transactions, and maintains required records in accordance with office policies and approved internal controls.

REPRESENTATIVE DUTIES:

- Assist in maintaining, reconciling and reviewing accounting records, including subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable duties. Maintain and review the accuracy and accountability of monies 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, financial institutions, or other organizations or agencies.

- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review less complex 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.
- Assist in training other financial clerks in the use of financial systems and tools.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies transferred and disbursed by the court unit.
- Receive, review, and process travel vouchers from court units. Check figures, postings, 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.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with financial personnel in both units.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.
- Incumbent may be involved in procurement of goods and services required for the effective operation of the court unit(s).

REQUIRED COMPETENCIES

Finance

- 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. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to recognize errors and their 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.

Court Operations

- Knowledge of court operations and functions. Knowledge and understanding of court documents, such as orders, appearance bonds, judgments, and commitment orders. Knowledge of the court automated case management system in order to obtain or research information needed to perform financial duties.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- 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.

Information Technology

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems.

QUALIFICATION REQUIREMENTS

- Bachelor's degree in Accounting from an accredited four-year college or university
- To qualify for CL 25, applicants must have at least two years of specialized experience. To qualify for CL 26, applicants must have at least three years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
- Government accounting experience
- Knowledge of the accounts, procedures and applicable financial automated systems of the judiciary

MISCELLANEOUS

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the appointing official. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at: [Code of Conduct for Judicial Employees | United States Courts](#)

Employee Benefits

Employees of the United States Probation Office are eligible for, but not limited to, the following employment benefits: • Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life

insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Fitness center • Paid parking

Information for Applicants

Applicants selected for interviews must travel at their own expense. A general skills assessment will be administered. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Probation Office will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

HOW TO APPLY

Application packets must be submitted by email to: tnwpjobs@tnwd.uscourts.gov
The packets must include: (1) a cover letter indicating why you are interested in this position and what best qualifies you, (2) a current resume, (3) a list of two professional references, and (4) a completed form AO78 (Application for Employment), available at: [Application for Judicial Branch Federal Employment | United States Courts](#)

It is preferred the application packet be submitted as a single PDF document. All requested documentation must be provided in order to be considered for this position.