



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance.
- Group Life insurance
- Long-Term Care Insurance.
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match.
- Transit subsidy

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Financial Support Specialist

VACANCY #21-11

LOCATION: Cleveland, Ohio

REPORTS TO: Financial Supervisor

STATUS: Full-time permanent

CLASSIFICATION: CL 24/CL 25

POSTED: April 27, 2021

SALARY RANGE: \$40,319- \$63,023

CLOSING DATE: Open Until Filled

First consideration given to applications received by May 11, 2020.

Position Overview

The Financial Support 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 Financial Support Specialist performs routine accounts payable and accounts receivable duties, reviews financial reports for accuracy, processes financial transactions, and maintains required financial records. (Promotion potential to CL25 without further competition.)

Duties and Responsibilities include, but are not limited to the following:

- Assists in maintaining, reconciling and reviewing accounting records consisting of cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Performs routine accounts payable and accounts receivable duties.
- Maintains and reviews the accuracy and accountability of monies received and disbursed.
- Assists in the preparation, updates, examination and analysis of regular and non-standard reports as requested.
- Performs all assigned duties ensuring compliance with internal controls, policies, and procedures.
- Processes and pay bills and invoices incurred in court units; performs reconciliation of monies deposited, transferred and disbursed by the court unit.
- Processes less complex restitution payments.
- Processes jury payments.
- Uses accounting software and systems to record, store, and track information.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the FBI investigation is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Receive, review and process travel vouchers and travel advance requests. Communicate with individuals to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment vouchers.
- Coordinate work efforts with other financial staff.
- Perform other financial duties as assigned.

Qualifications (Must be met at the time of application):

- One (1) year of specialized experience, which is defined as progressively responsible 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.
- Proficiency in Microsoft Windows and Office products.
- Critical thinking, attention to detail, analytical skills.
- Must be able to communicate effectively with team members regarding collaborative tasks.
- Excellent organizations skills with the ability to multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Ability to adjust priorities quickly as circumstances dictate.
- PREFERRED: Undergraduate degree from accredited college/university in Business, Accounting, Finance or related degree.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.