



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
- Health Insurance
- Transit subsidy
- Fitness Center

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 & Procurement Specialist

VACANCY #21-48

LOCATION: Cleveland, Ohio

REPORTS TO: Financial Supervisor

STATUS: Full-time temporary

CLASSIFICATION: CL 26

POSTED: December 17, 2021

SALARY RANGE: \$49,048 - \$79,712

AREA OF CONSIDERATION: All qualified applicants

CLOSING DATE: Open until filled. First consideration given to applications received by January 3, 2022.

Position Overview

The Financial & Procurement Specialist performs and coordinates administrative, technical, and professional work related to financial, accounting and procurement activities of the court. Based on the needs of the Clerk's Office, this position has an anticipated ending date of December 31, 2022.

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

- Maintain, reconcile, and analyze accounting records ledgers and other fiscal records. Review and/or perform accounts payable and accounts receivable duties.
- 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/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information/metrics for the court.
- Assist in researching and processing victim restitution payments, maintaining ledgers of restitution payments and ensuring that victims receive payments; process and research returned checks and returned mail; provide customer service to victims and their representatives. Work with the U.S. Attorney's Office and Pretrial Services and Probation Office to provide information and reconcile criminal debt accounts and receivable records.
- Process and pay bills and invoices incurred in court units. Check documents for correct entry, mathematical accuracy, and proper codes.
- Assist in purchasing supplies, services, equipment and furnishings from government and non-government sources through new contracts, competitive bids, or existing contracts. Process invoices from suppliers and prepare payment vouchers.

VA 21-48- Financial & Procurement Specialist

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.

- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the *Guide to Judicial Policies and Procedures* as they relate to proper disbursement.

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

- One year of specialized experience which is defined as progressively responsible experience in, or closely related to, accounting or financial management, accounts payable, procurement, contracting principles, procurement law, policies, procedures, regulatory requirements, and statutory mandates, which provided knowledge of the rules, regulations, and terminology of accounting and procurement administration.
- 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.