

**United States District Court
District of Minnesota
Career Opportunity: Financial Specialist**



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

Title and Type: Financial Specialist,
Full-time

Vacancies: One

Location: [Minneapolis](#), Minnesota

Posting Date: Friday, October 5, 2018

Classification: CL 26

Salary Range: \$47,652 - \$77,483
Depending on
qualifications.

Closing Date: Open until filled.
Preference will be given to resumes
received by Friday, October 19, 2018, at
5:00 p.m. Central Time.

Area of Consideration: Open to all
sources.

Vacancy Announcement #: 2018-26

**To apply, qualified applications should
follow the instructions below:**

- Attach one PDF document, containing
 - A cover letter;
 - Resume; and
 - Names and contact information for three (3) professional references.

- Add the "Financial Specialist" in the email subject line.

- Email the PDF document to hr-usdc@mnd.uscourts.gov.

INTRODUCTION

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Financial Specialist. This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District for the District of Minnesota. The incumbent serves as the Financial Criminal Debt Specialist and provides support to the financial operations of the U.S. District Court and the U.S. Probation and Pretrial Services offices.

REPRESENTATIVE DUTIES

- Review judgement and commitment orders or other case documents to obtain required disbursement information pertaining to special assessments, fines and restitutions. Work with U.S. Attorney's Office and Probation Office to obtain required information for disbursement to victims. Utilize Westlaw and Lexis Nexis to research victim information.
- Maintain the Civil Criminal Accounting Module (CCAM) for all criminal debt payments for district. Maintain Prisoner Litigation Accounts and work with the Bureau of Prisons to ensure payments are properly applied.
- Maintain restitution payments through CCAM. Prepare disbursement paperwork to ensure that victims receive payment.
- Maintain the accounting records by inputting transactions and reconciling the accounts through automated systems.
- Review receipts for correctness and import monies into the Civil Criminal Accounting Module (CCAM) through Cash Register.
- Process all IPAC payments, BOP, TOP, and other payables through both CCAM and the Judicial Interface Financial Management System (JIFMS).
- Maintain a system of accounting for returned checks; take steps to recover the funds and to notify all interested parties.
- Utilize manual and automated accounting systems. Assist and train others in the use of these systems and tools.
- Provide customer service to defendants, victims and other court staff, including judges' chambers, the U.S. Probation and Pretrial Services Office, and the U.S. Attorney's Office.
- Adhere to appropriate internal controls for disbursement, transfer, recording and reporting of monies.

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REPRESENTATIVE DUTIES CONTINUED

- Maintain, reconcile and review accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers and other fiscal records. Perform accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Prepare, update and examine the analysis of a variety of regular and non-standard reports as requested by a court unit, the Administrative Office, the U.S. Treasury, financial institutions, or other organizations or agencies.
- Other duties as assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS

Minimum Qualifications

At least two years of general experience. One year of specialized experience. Attention to detail, ability to take directions from others, excellent organizational skills, computer experience and excellent customer service skills. Ability to communicate effectively, both orally and in writing. General knowledge of GAAP (generally accepted accounting principles). Skill and accuracy in working with numerical calculations.

Preferred Qualifications

Three years of general experience. Two or more years of specialized experience. Ability to recognize and troubleshoot errors and probable causes. Knowledge of financial administration. Bachelor's degree preferred.

Ability to communicate technical information effectively (orally and in writing) to end users in a manner they can understand. Ability to interact effectively and appropriately 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.

Skill in the use of automated resources including, for example, Microsoft Word, Excel and Power Point, cash register, spreadsheet and database applications, as well as financial and accounting systems.

The ability to maintain confidentiality is essential.

General Experience

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

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.

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ENVIRONMENTAL DEMANDS

- Work is performed in an office setting.
- Some travel may be required.
- Some lifting may be required.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- With supervisor approval, telework, alternative work schedules, and other workplace flexibilities.
- Transit Subsidy Program

Employees of the U.S. District Court are not classified under Civil Service.

APPLICATION INFORMATION

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

Submission of application materials using a link to a cloud-based system will not be viewed. All application materials must be attached to the email as directed.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer