

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Financial Technician

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #17-11

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 25 (Salary Range \$43,832 – \$71,282 per year)*
* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience.

OPENS: September 1, 2017 **CLOSES:** Open Until Filled
(Preference if received by September 22, 2017)

The Clerk's Office is seeking applications for an experienced Financial Technician. The Financial Technician 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 position is located in the Clerk's Office in Boston.

Summary

The incumbent performs basic accounts payable and 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. Additionally, the incumbent assists with reviewing packaging slips, scanning and filing documents, and maintaining paper and electronic files of all vendors. The incumbent reports to the Financial Manager.

Representative Duties

- Performs data entry and processes payment vouchers in JIFMS. Maintains financial files and records.
- Coordinates with the Procurement and Systems departments to collect and review appropriate documentation used to process payments.
- Reviews packaging slips against purchase orders for type, quantity and condition.
- Assists with records management by scanning documents and filing.
- Updates and maintains paper and electronic files of vendors.
- Prepares travel authorizations and vouchers for judicial officers, staff and others, as required.
- Analyzes and maintains accurate accounting records relevant to the court's debt collection system consisting of various subsidiary ledgers, spreadsheets and other records necessary to properly account for the receipts and disbursements of all court-ordered debt.
- Reviews judgments for court ordered assessments, fines and restitution; creates case payment records for collection; researches victim information for restitution; works with the U.S. Attorney and Probation offices to obtain required information for disbursement of funds to victims and reconciles criminal debt records between these offices.
- Reviews Available Payments report for proper disbursement of restitution to federal and non-federal victims after apportionment batch job is executed. Makes payments in accordance with court orders.
- Researches undeliverable restitution checks in an effort to locate victims at current mailing addresses. Prepares modification orders for victim name changes.
- Prepares correspondence to Judicial Officers, U.S. Probation Department, U.S. Attorney's Office, victims and others, as needed. Responds to telephone inquiries.
- Performs other duties, as assigned.

Minimum Qualifications/Requirements

- High school graduation or equivalent; College degree preferred;
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position;
- One year or more of progressively responsible 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;
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills. The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs;
- Commitment to public service;
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications:

Bachelor's Degree.

Experience working in a state or federal court.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options the Office of Personnel Management (OPM)
- Transit Subsidy Program

Hours:

Clerk's Office hours are from 8:30 AM to 5:00 PM, Monday through Friday, with some extended hours, as needed.

How To Apply:

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

United States District Court
Attn: Human Resources
Vacancy #17-11
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #17-11, Financial Technician** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application form AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER