

Career Opportunity Financial Technician

Classification Level: 25

Starting Salary Range: \$42,613 - \$53,272

Classification Level Salary Range: \$42,613 - \$69,260

*Announcement
Number: 16-10*

Posted: July 28, 2016

Closes: August 11, 2016

*Location: Detroit,
Michigan*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848

E-mail application materials to
"apply@mied.uscourts.gov"
Subject: 16-10 Financial
Technician

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. ONE POSITION AVAILABLE.

POSITION SUMMARY

This position is located in the Financial Department of the Clerk's Office in Detroit, Michigan and reports directly to the Financial Manager. The employee is responsible for 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 employee performs basic accounts payable and accounts 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.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Receives payments, issues receipts, secures funds in cash registers, balances cash drawer, process credit card payments for filed documents and payments, and collects filing fees.
- Reviews payments associated with the financial operations of the Court.
- Performs accounting of funds paid into the Court and for funds disbursed by the Court.
- Maintains and analyzes accounting records, reconciles variances between account summaries, and analyzes and classifies accounting transactions.
- Processes and pays bills and invoices incurred in the Court.
- Processes victim restitution payments, including processing incoming checks; compiles necessary information; processes returned checks and returned mail; provides customer service to victims and their representatives.
- Reviews vouchers for validity and completeness prior to payment.
- Prepares daily, monthly, quarterly, bi-annual and annual reports; provides basic information to the public, the bar and the Court.
- Enters and retrieves data from an automated financial management database; creates and maintains computerized logs for various financial processes.
- Perform other duties as assigned.

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QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Consistent, high quality past job performance demonstrating sound ethics and judgment.
- An attendance record that indicates reliability/commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.).
- Excellent organizational skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet stringent deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the public and colleagues.
- Proficient in the use of Microsoft Word, Word Perfect and Excel, in conducting internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets and able to troubleshoot various automated financial system problems.

Required: High school graduation or the equivalent with two years progressively responsible experience within the last seven years, including at least one year of specialized experience equivalent to work at the CL-24 level within the last seven years. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL-24 level within the last seven years.

Specialized Experience: Progressively responsible clerical or administrative experience within the last seven years 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: Current or most recent position meets the definition of specialized experience. Specialized degree in Finance, Accounting or other relevant field (i.e. Economics). Prior financial experience in a Court or legal setting. Five or more years of specialized experience.

BENEFIT HIGHLIGHTS

Group Health, Dental, Vision and Life Insurance, Defined Benefit Pension Plan, Defined Contribution Plan (TSP) with Employer Match, On-Site Fitness Center, Generous Paid Time Off program, 10 Paid Holidays, Long-Term Care Insurance, Health and Dependent Flexible Spending Accounts and Commuter Benefit Program.

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PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page 1 by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

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.