



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA**

**VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Financial Technician  
**VACANCY NUMBER:** 20-13 I/E  
**SALARY RANGE:** CL 23 to CL 24 (\$37,607 to \$67,721)  
Salary commensurate with experience  
**LOCATION:** Philadelphia, Pennsylvania  
**POSTING DATE:** July 28, 2020  
**CLOSING DATE:** Open Until Filled

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The United States District Court for the Eastern District of Pennsylvania is currently accepting applications for a full-time Financial Technician. The Financial Technicians performs financial transactions and maintains required records, in accordance with court policies and approved internal controls. The incumbent: 1) performs cashier duties; 2) reviews the accuracy of funds received and disbursed by the Court; 3) processes juror financial transactions; and 4) develops recommendations regarding procedures for improvements. The Financial Technician reports to the Financial Manager.

**REPRESENTATIVE DUTIES**

**At Classification Level CL-23 (\$37,607 to \$61,126)**

- Maintain control over unit cash registers, count monies received and process receipts and deposits in appropriate funds, and reconcile cash register funds with reconciliation clerk.
- Maintain accounting records by inputting transactions and reconciling the accounts through automated systems. Record debit, credit, and total accounts on spreadsheets, databases, and financial software used by the court unit.
- Process returned checks and returned mail.
- Maintain and process jury service fees and jury-related expense reimbursements.
- Assist with preparing reports and forms by compiling information. Use 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 and with separation of duties and other internal control policies.
- Answer phone calls made to the financial department. Provide customer service and/or direct callers to the appropriate individual within the office or the court.
- Direct complex questions or matters to experienced staff or supervisor.

- Work closely with other members of the financial team and perform other duties as assigned.

**At Classification Level CL-24 (\$41,631 to \$67,721)**

(upon demonstration of appropriate knowledge and skill of the respective duties and responsibilities at CL-23)

- Assist with review of invoices, payment vouchers, enter data, and scan vouchers into automated disbursing/accounting systems.
- Assist with review and process of travel vouchers ensuring figures, postings and supporting documentation are accurate and properly coded and entered into the appropriate accounting system.
- Assist with receipt import and reconciliation process in financial accounting software.
- Assist with the review and correction of established accounts and receipt posting errors.
- Assist with the reconciliation and analyzation of accounting records consisting of a cash receipts journal, registry funds and deposit funds, as well as subsidiary ledgers for allotments and other fiscal records.
- Work independently on answering questions from the public, court personnel and other agencies.
- Assist with month-end and fiscal year-end closing procedures and reporting.
- Work closely with other members of the financial team and perform other duties as assigned.

**REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS, AND ABILITIES)**

**Finance and Budget**

- Ability to learn the court’s financial systems to assist with performing basic day to day activities.
- General understanding of financial transactions, and the ability to learn responsibilities specific to the court, such as, travel expense reimbursement, victim restitution, criminal debt management, and payment for goods and services.
- Ability to learn the court’s internal controls and separation of duties.
- Skill and accuracy in working with numerical calculations.
- Skill in filing and knowledge of filing requirements.
- Ability to follow detailed instructions and multitask.
- Skill in organizing own work.
- Ability to troubleshoot errors and their probable causes.
- Skill in preparing financial reports.
- Skill in monitoring and reconciling accounts and ledgers.
- Skill in reconciling invoices, vouchers, and records of payment.
- Skill in independently analyzing and reviewing accounts and resolving operational problems.
- Ability to independently analyze financial operations and develop recommendations for improvements.
- Ability to learn federal appropriation law, judiciary regulations and the *Guide to Judiciary Policies and Procedures*.

**Court Operations**

- Ability to understand and apply the court’s policies, procedures, practices and guidelines related to financial transactions and office administration. Ability to learn and understand legal documents, such as orders, appearance bonds, judgments, and commitment orders. Ability to learn office, department, and organizational roles and responsibilities.

**Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction**

- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.

#### **Information Technology**

- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in keyboarding, typing, and data entry. Skill in using a multi-line telephone efficiently.

### **QUALIFICATIONS**

Compensation and classification level will be set based on work experience and qualifications.

- Two years of specialized experience or completion of the requirements for an associate degree or two years towards a bachelor's degree, from an accredited college or university preferably in accounting or business administration or other field closely related to finance.
- Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of financial administration (financial transaction processing, customer service, bookkeeping debits and credits, financial reporting, etc.) that provided knowledge of the rules, regulations, and terminology of the area of financial administration.
- Ability to maintain confidentiality, demonstrate sound judgment, and the ability to handle highly sensitive material is essential.
- Ability to use Microsoft Office software (Word, Excel, PowerPoint, etc.).
- Ability to communicate clearly, accurately, and professionally.
- Strong attention to detail and organizational skills.

### **CONDITIONS OF EMPLOYMENT**

Employees of the Court are excepted service appointments, considered "at-will," and can be terminated with or without cause. All judiciary employees are required to adhere to the *Judicial Code of Conduct*. Reference checks will be conducted on top candidates. Applicants must be U.S. citizens.

### **BENEFITS**

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

### **HOW TO APPLY**

Applicants must submit the following as a **single pdf document**: (1) letter of interest; (2) current resume; (3) list of at least three professional references with current contact information; and (4) completed and signed *AO 78 Application for Judicial Branch Federal Employment* ([www.uscourts.gov](http://www.uscourts.gov)).

Completed applications in a **single pdf** should be forwarded to Human Resources at: [paedhumanresources@paed.uscourts.gov](mailto:paedhumanresources@paed.uscourts.gov) with the subject line, "**Financial Technician Vacancy #20-13 I/E (Your Name)**" and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania  
is an Equal Opportunity Employer**