



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

www.paed.uscourts.gov

VACANCY ANNOUNCEMENT

POSITION TITLE: **Financial Specialist**
(Full-Time, Permanent)

VACANCY NUMBER: **26-03 (I/E)**

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: CL-26 (\$59,913 - \$97,372)
CL-27 (\$65,820 - \$106,993)
(salary commensurate with experience; if hired at CL-26, promotion to the next grade exists without further competition, based upon performance, budget, and discretion of the CUE)

POSTING DATE: April 14, 2026

CLOSING DATE: Open until filled

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is seeking qualified applicants for position of **Financial Specialist**. The Financial Specialist is responsible for providing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court including but not limited to compliance with appropriate guidelines, policies, and internal controls. Financial Specialists prepare, update, and analyze a variety of accounting records, financial statements, and reports, oversee, and assist with accounts payable and accounts receivable activities, assist with projects as assigned.

The following list of duties and responsibilities are considered entry level. As the incumbent's knowledge, skills, and abilities are developed, more complex duties and responsibilities will be assigned.

The position is in the Clerk's Office of the U.S. District Court in Philadelphia; occasional travel within the district may be required.

REPRESENTATIVE DUTIES

- Utilizes financial software and systems to record, store and track financial information and to accomplish financial management assignments.
- Reviews invoices, prepares payment vouchers and enters data into automated disbursing/accounting systems for appropriateness of payment.
- Processes incoming checks, wires and Intra-Government Payments and Collections (IPAC).
- Maintains and processes Jury service fees and Jury related expense reimbursements.
- Assists in training other financial clerks in the use of financial systems and tools.
- Ensures adherence to the *Guide to Judiciary Policy and Procedures* on financial practices.
- Maintain control over cash registers, collect and balance cash drawer, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Accept responsibility for files and documents related to the monetary aspects of case management. Assist with financial operations to ensure compliance with internal controls, policies, and procedures.
- Administer government travel card and purchase card programs. Adhere to judiciary program policy, prepare office operating procedure and audit policies, and generate office reports for credit card programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Must be high school graduate or equivalent.
- For CL26: at least one year of specialized experience.
 - Specialized experience for the CL26 is progressively responsible clerical or administrative experience requiring the regular and routine use of keyboard skills, specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.
- For CL27: at least 2 years of specialized experience.
 - Specialized experience for the CL27 is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration
- Must be able to communicate effectively, both orally and in writing, to individuals and groups in a professional manner, providing customer service and resolving difficulties while complying with rules, regulations, and procedures.
- Ability to understand and follow detailed instructions.
- Dependability, reliability, and good organizational skills are a must.

Bachelor's Degree preferred.

Work is performed in an office setting and may occur at off-site locations.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered "at-will" and can be terminated with or without cause. The selected candidate will be subject to a one-year probationary period, contingent upon satisfactory completion of training and overall performance in the position. All judiciary employees are required to adhere to the Judicial Code of Conduct. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

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. To learn more about the Judiciary's benefits:

<https://www.uscourts.gov/careers/benefits>

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (5) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

Qualified EDPA (internal) employees need only submit a letter of interest and detailed resume.

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, **Financial Specialist #26-03 I/E** and **will not be considered complete** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.**