



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

VACANCY ANNOUNCEMENT

POSITION TITLE: Student Intern (Finance Department) (Part/Full-Time, TEMPORARY)
VACANCY NUMBER: 25-09E
LOCATION: Philadelphia, Pennsylvania
SALARY RANGE: CL – 22 (\$35,557 – \$57,769)
POSTING DATE: January 17, 2025
CLOSING DATE: Open Until Filled, with first consideration to applications submitted by February 15, 2025.

POSITION OVERVIEW

This position is located in the Clerk's Office for the U.S. District Court, Eastern District of Pennsylvania. The Student Intern will be part of the Finance department. The intern will focus primarily on assisting other financial staff by reviewing specific documents, entering financial transactions, and maintaining required records in accordance with court policies and approved internal controls. The duties of the Financial intern will be performed under the supervision of a Fiscal team member. The Clerk's Office Student Intern (Financial Department) position is a temporary three-to-six month appointment, with a possibility of extension. The position start date coincides with the start of summer break.

The incumbent will work full-time (no more than 40-hours/week) during the Summer semester, and part-time during the Fall semester to accommodate class and exam schedules.

REPRESENTATIVE DUTIES

- Assist with data entry of approved invoices for payment
- Assist with reconciliation of monies deposited, transferred or dispersed by the court.
- Assist with compiling and inputting of necessary information to the accounting system for victim restitution payments.
- Assisting in processing returned checks and returned mail.
- Assist in processing vouchers and payments to Criminal Justice Act (CJA) panel attorneys, jurors, trustees, and processing other similar vouchers. Receive, review, and prepare payment vouchers and enter data into the automated accounting system.
- Assist in processing travel vouchers and travel advance requests. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with employees to respond to questions, problems, or insufficiencies with travel vouchers and status of payment.
- Answer telephones within Financial department. Provide customer service, and/or direct callers to the appropriate individual within the office.
- Perform other related duties, as assigned.

QUALIFICATIONS and REQUIREMENTS

Qualified candidates must be an undergraduate junior or senior during the 2025-2026 academic year, and be currently enrolled full-time, in good standing, at an accredited college or university, in a field of academic study such as Accounting, Finance or other related field. Candidate must possess substantial organizational, administrative, and leadership skills. Must have at least a 3.00 cumulative grade point average.

Applicants must also:

- Be a strong academic achiever;
- Exhibit qualities such as strong moral character and self-reliance under challenging circumstances;
- Be self-motivated and proficient at working with minimal supervision;
- Possess integrity, tact, good judgement, and professional demeanor;
- Demonstrate an appreciation for the value of diversity and inclusion in the workplace;
- Possess strong organizational and planning skills, be able to demonstrate effective project coordination, facilitation, and implementation, based on prior work or school experiences.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees.

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. Due to the anticipated volume of applications, the Court will only communicate with 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. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship. US Citizenship is required for consideration for this position.

APPLICATION PROCESS

Qualified applicants must submit the following as a **single PDF document**:

- (1) A letter of interest
- (2) An updated resume;
- (3) At least one (1) character reference from a college professor;
- (4) A completed Federal Judicial Branch Application for Employment Form AO-78 (available [here](#))

Incomplete applications will not be considered.

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at paed_apply@paed.uscourts.gov with the subject line “**Student Intern – Finance #25-09E**”

**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.**