

District Court of the Virgin Islands Vacancy Announcement

Position: Financial Specialist II
Location: St. Thomas Division, U.S. Virgin Islands
Salary: CL 27 (45,928 – 74,628) (based on experience; plus Cost-of-Living Allowance, currently at 13.84%)
Open: June 14, 2012
Close: Open until filled

Overview of Position:

This position is located in the St. Thomas - St. John Division of the Clerk's Office, District and Bankruptcy Court, and reports to the Financial Supervisor and/or Clerk of Court.

Financial specialists perform and coordinate administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Financial Specialists may lead the work of financial technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. Financial Specialists II 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 budget preparation, conduct internal reviews, develop recommendations regarding procedures for improvements, and assist with policy development regarding financial matters.

The incumbent will also be responsible for the following duties:

- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution throughout the court/office.
- Perform reviews to ensure that the court unit is in compliance with *Guide to Judiciary Policies and Procedures*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.
- Maintain, 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 and 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. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Responsible for making bank deposits as needed.

Qualifications:

Specialized Experience

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 the rules, regulations, terminology of financial administration.

To qualify at level CL 27:

Two years of specialized experience, including at least one year equivalent to work at the CL-25
or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

or

Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field *closely related to the subject matter of the position.*

Prior judiciary experience is preferred.

Application Procedure:

Qualified applicants should submit a resume and detailed cover letter. Please indicate full time or part-time experience and exact dates of employment. Attention: Clerk of Court, District Court of the Virgin Islands, 5500 Veteran's Drive, Room 310, St. Thomas, U.S. Virgin Islands 00802-6424, or via email to viclerk@vid.uscourts.gov

Employees of the District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/background check. This position is subject to mandatory electronic funds transfer participation.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER