



## District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2017-003

**Position:** Financial Specialist II  
**Location:** St. Thomas/St. John Division, U.S. Virgin Islands  
**Salary:** CL 27 (\$48,170 – \$78,270) (based on experience; plus Cost-of-Living Allowance, currently at 13.22%); with promotion potential to CL 28 without further advertisement  
**Open:** May 11, 2017  
**Close:** Open until filled, *first preference given to applicants who apply by May 19, 2017.*

---

A great opportunity is available to join a dynamic team in the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court! Applications are being accepted for a full-time Financial Specialist II to serve in the Division of St. Thomas/St. John. The position is open to all qualified U.S. citizens. The type of appointment is of permanent status.

### **Position Overview:**

This position is located in the St. Thomas/St. John Division of the Clerk's Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Financial Supervisor and/or Clerk of Court. The Financial Specialist II performs and coordinates 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 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 may lead the work of financial technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. The incumbent will also be responsible for the following duties:

### **Representative 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 and 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.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit. Give advice and explain requirements of the [Code of Conduct for Judicial Employees](#) as they relate to proper disbursement.

### **Education and Experience:**

Bachelor's degree from an accredited college or university in finance or accounting required or closely related field with demonstrated experience in finance or accounting. Two years of specialized experience, including at least one year equivalent to work at CL-25, and three years general experience are required.

### **General Experience:**

Progressively responsible experience that provides evidence that the applicant has:

- 1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
- 2) the ability to analyze problems and assess the practical implications of alternate solutions;
- 3) the ability to communicate with others, orally and in writing; and
- 4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

### **Specialized Experience:**

Two years 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.

### **Court Preferred Skills/Experience:**

A Master's degree from an accredited institution in Accounting, Finance, Financial Management, or other field closely related field is preferred. Prior judiciary experience is also preferred.

### **Required Competencies (Knowledge, Skills and Abilities):**

#### **Finance**

- Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities. Intense knowledge of the accounts, procedures, and applicable financial automated systems. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to troubleshoot errors and their probable causes.
- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.
- Comprehensive knowledge of the purpose and processes related to budget decentralization to include allotments. Knowledge of the court's processes and practices related to budget planning, execution and funds management. Knowledge of federal appropriation law, judiciary regulations and the *Guide to Judiciary Policies and Procedures*. Skill in independently analyzing and reviewing accounts. Ability to independently analyze financial operations and develop recommendations for improvements.

#### **Court Operations**

- Knowledge and understanding of court and court documents such as orders, appearance bonds, judgments, and commitment orders. Knowledge of the use of court automated docketing database in order to obtain or research information needed to perform financial duties.
- Knowledge of and experience with audit policies, procedures, and standards; knowledge of audit principles.

#### **Judgment and Ethics**

Knowledge of, and compliance with, the [\*Code of Conduct for Judicial Employees\*](#) and court confidentiality requirements. Ability to consistently demonstrate sound judgment and high ethical standards.

## **Written and Oral Communication/Interaction**

Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in understandable format. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

## **Information Technology and Automation**

Skill in the use of automated equipment including word processing, cash register, spreadsheet, and database applications, as well as financial and accounting systems. The position requires proficiency in a wide-range of computer applications, including advanced technical level Microsoft Excel skills including spreadsheet preparation. Proficient in use of Microsoft Word and all other Microsoft Office products.

## **Work Environment and Physical Demands**

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations.

## **Benefits:**

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan
- Eligible for private long term disability plan options

## **Conditions of Employment:**

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment.

Appointment is provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

**Application Procedure:**

Qualified applicants should submit a resume, detailed cover letter and an [Application for Judicial Branch Employment \(AO 78\)](#) to the address listed below. Please indicate full-time or part-time experience and exact dates of employment. If applying via email please include all required documents in pdf format, preferably in one document.

Attention: Financial Specialist II Vacancy  
**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](mailto:viclerk@vid.uscourts.gov)

Submissions that do not include all the requested documents will not be considered. Applicants are responsible for their own interview travel expenses.

Due to the high volume of applications anticipated, the Court will only contact applicants selected for interviews. Applicants not selected for an interview may visit our website at [www.vid.uscourts.gov](http://www.vid.uscourts.gov) for the closed announcement notice.

**THE DISTRICT COURT OF THE VIRGIN ISLANDS**  
**IS AN EQUAL OPPORTUNITY EMPLOYER**