

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-24-07- Revised
<u>Closing Date:</u>	Open until filled
<u>Position Title:</u>	Financial Specialist I
<u>Grade/Salary:</u>	CL 25 - CL 26 (\$54,717 - \$97,925) Salary determined by qualifications and experience as outlined below under "Required Qualifications." Promotion up to CL 27 may occur without further posting or competition.
<u>Position Location:</u>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

Position Overview

The Financial Specialist I position is within the Administrative Services Office (ASO) and reports directly to the supervisor of the finance and procurement office (FPO). The incumbent performs and coordinates an array of professional administrative and technical duties relating to the court's financial, procurement, travel planning support, travel voucher reconciliation, and budgetary activities while maintaining compliance with the appropriate guidelines, policies, and approve internal controls. The incumbent is primarily responsible for handling all the court's accounts payable and accounts receivable duties and reviewing the accuracy of monies received and disbursed by the circuit, processing financial transactions, and financial reporting for the court.

Responsibilities include, but are not limited to:

- **Financial and Travel Management:** Assist with the evaluation and implementation of policies and procedures related to financial and travel execution for the court. Provide accurate and detailed guidance to judges and staff related to travel planning, cost estimation, and voucher preparation. Develop travel budgets for out-of-town sittings and other court related travel. Obligate travel budgets in the financial system prior to the commencement of travel. Reconcile travel vouchers against travel authorizations in the Judiciary Integrated Financial Management System (JIFMS). Review payment vouchers relating to appropriated and non-appropriated fund expenses incurred by the court to verify appropriateness of payment. Respond to inquiries from internal and

external customers regarding the status of payment vouchers. Research and contact the U.S. Department of Treasury for payment disbursement issues. Process, prepare, create, update, and examine a variety of regular/non-standard transactions and reports as requested by senior management, the Administrative Office of the United States Courts (AOUSC), and other organizations/agencies. Maintain, reconcile, and analyze accounting records for non-appropriated fund bank statements. Assist with developing, implementing, and maintaining standard operating procedures related to disbursing, monitoring, and reconciling non-appropriated funds. Perform quarterly reconciliation reporting for the court's non-appropriated funds. Assist in training court staff on the use of financial systems, travel management, and other tools. Serve as an Agency Organization Program Coordinator (A/OPC) for both the purchase and travel card programs for the court. Prepare and review monthly purchase card reports, monitoring activity, and reporting delinquencies. Notify cardholders of past due accounts and mitigate pre-suspension, suspension, or cancellation actions for the court. Manage, prepare, and perform annual 1099 tax reporting functions and serve as the point of contact for the AOUSC and vendors regarding 1099 questions. Produce JIFMS Taxable Income Report and verify all payments are accurate and notate adjustments.

- **Financial Systems Management:** Review internal control practices using the Judiciary Integrated Financial Management System Internal Control Evaluation (JIFMS-ICE) application to monitor separation of duties violations, modify processes, conduct what-if analyses, reassign JIFMS and user security profiles to ensure judiciary policy compliance, and generate detailed reports. Maintain JIFMS and JIFMS-ICE user profile forms. Provide recommendations to senior management related to improving internal controls, mitigating, or applying compensating controls. Complete the JIFMS annual recertification report and ensure all JIFMS users receive the JIFMS Rules of Behavior annually. Assist the Finance and Procurement Supervisor with adding and updating users in the Automated Cash Register (ACR). Produce audit reports from ACR for senior management as needed.
- **Procurement and Budget:** Serve as a level 1 and level 3 contracting officer responsible for primarily purchasing consumable and automation supplies. Monitor daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Assist with preparing and reviewing open obligation reports to ensure current and prior year funds are liquidated or deobligated in a timely manner. Assist in developing and analyzing cost projections related to travel expenditures.
- **General Responsibilities:** Communicate and respond to requests from judges, chambers staff, and management about financial management, travel, procurement, and budget activities. Communicate clearly and effectively, both orally and in writing, to explain financial and travel management concepts to individuals and groups with varying experience and backgrounds. Interact effectively with vendors and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Participate in periodic audits to ensure financial management requirements are being met. Prepare required reports and gather the appropriate documentation. Assist in developing, implementing, and maintaining written procedures for assigned functions. Comply with, and maintain awareness of, the Guide to Judiciary Policy, applicable Administrative Office of the U.S. Courts' policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Education

At a minimum, candidates must possess a high school diploma or equivalent.

Specialized Experience

- **CL 25:** Candidates must have a minimum of one (1) year of progressively responsible clerical or administrative experience that provided thorough knowledge of the rules, regulations, practices, and principles required to successfully perform the duties of this position and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation. At least one year of experience must be equivalent to the CL-24 (GS 8) or higher.
- **CL 26:** Candidates must have a minimum of two (2) years of progressively responsible clerical or administrative experience that provided thorough knowledge of the rules, regulations, practices and principles required to successfully perform the duties of this position and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation. At least one year of experience must be equivalent to the CL-25 (GS 9) or higher.

Required Competencies

- Demonstrated ability to work with all levels of staff in an organized and professional manner.
- Demonstrated ability to effectively communicate both orally and in writing.
- Candidates must demonstrate sound and mature problem-solving skills and judgment and exhibit a professional and positive demeanor and a customer-focused attitude.

Preferred Qualifications

- A bachelor's degree from an accredited college or university in accounting, finance, business or public administration.
- Knowledge of government procurement procedures, guidelines, policies, and protocols.
- Prior experience in financial management at the federal level.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
4. Completion of the online aptitude test and personality test.

Once you have the cover letter and résumé (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): <https://www.ondemandassessment.com/link/index/JP-MISAKGIJ6?U=1142493>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. Applications submitted to this email address will not be reviewed.

Benefits Information

A generous benefits package is available to full-time permanent court employees including:

- Paid vacation, sick and parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance; Health Care Reimbursement (HCRA) and Dependent Care Reimbursement (HCRA).

- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- For more benefit information visit the [Judiciary's Benefits Page](#).

Additional Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for relocation is not available. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC. Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.