

## Vacancy Announcement for the United States Court Western District of Missouri



**Position:** Financial Specialist  
**Location:** Kansas City, Missouri  
**Vacancy #:** FS011917  
**Salary Range:** CL 26 (\$44,042 - \$71,576)  
(based on experience and qualifications)  
**Opening Date:** January 19, 2017  
**Closing Date:** February 9, 2017

### Overview:

The Financial Specialist position is located in the Clerk's Office of the District Court. The incumbent provides support for financial operations of the Clerk's Office, including Bankruptcy Court, District Court and Probation and Pretrial Services. The person holding this position will be located in the Kansas City, Missouri office and will report directly to the Financial Administrator. The Western District is a fully consolidated court (Bankruptcy, District, Probation and Pretrial) comprised of three divisional offices and approximately 275 total employees. Employees from other Districts that are willing to relocate are welcome to apply, and all applicants should visit [www.mow.uscourts.gov](http://www.mow.uscourts.gov) for general information about the Western District of Missouri (WDMO).

### Primary Duties:

- maintaining required accounting records;
- preparing and maintaining related and supporting documentation, schedules and logs;
- assisting in the preparation of periodic financial reports required by the Administrative Office and Court Executive;
- receipt and review of disbursement requests, preparation of payment vouchers and monitoring and reporting system security;
- incumbent will work primarily with accounting applications, and case management systems;

### Requirements:

- minimum of five years' experience with all phases of the accounting cycle;
- ability to understand relationships among accounts and accounting systems in order to anticipate and predict the impact of proposed actions and/or recommend alternatives;
- thorough knowledge of accounting procedures and reports;
- knowledge of internal controls and auditing procedures;
- proficient with Excel/Word and MS Suite;

- ability to communicate effectively with others, both orally and in writing, and to maintain confidentiality as necessary;
- ability to organize and prioritize work to meet deadlines, to multi-task and to interact tactfully with individuals with the court;
- ability to understand statistical data, and to perform data analysis;
- high ethical standards, a positive work attitude and a commitment to teamwork.

### **Preferred Qualifications/Experience:**

- Bachelor's degree;
- an advanced degree in accounting or business;
- paralegal experience;
- previous experience working in the Federal Judiciary;
- auditing records and/or designing internal controls.

### **Conditions of Employment**

Selectee must pass a background check and be a United States citizen or meet Appropriations Act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

[https://help.usajobs.gov/index.php/Employment\\_of\\_Non-citizens](https://help.usajobs.gov/index.php/Employment_of_Non-citizens)

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

### **Benefits**

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts
- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

### **Application Procedure**

Qualified applicants **must submit all the following documents** or they will not be considered:

- A cover letter;
- Your detailed resume;
- Completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>); and
- Contact information for three professional references

**Materials should be submitted no later than 5:00pm CDT on February 16, 2017 to:**

Michele Nelson, WDMO  
Charles Evans Whittaker Courthouse  
400 East 9th Street, Room 1510

Kansas City, MO 64106  
Email: Michele\_Nelson@mow.uscourts.gov

As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.