

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-25-06
<u>Posting Dates:</u>	Open until filled
<u>Position Title:</u>	Financial Specialist
<u>Grade/Salary:</u>	CL 26 – CL 27 (\$61,603 – \$110,012) Salary determined by qualifications and experience as outlined below.
<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 visit our [public website](#).

Position Overview

The Financial Specialist performs and coordinates administrative, technical, and professional work related to financial and accounting activities of the Federal Circuit. This position ensures compliance with appropriate guidelines, policies, and approved internal controls while maintaining the integrity of court financial operations. The Financial Specialist prepares, updates, and analyzes accounting records and financial statements, oversees accounts payable and accounts receivable activities, assists with budget execution, conducts internal reviews, develops recommendations for procedural improvements, and supports the audit process. This position reports directly to the Finance and Procurement Supervisor.

Representative duties are intended to illustrate the major duties and responsibilities that are performed by this position. Representative duties may be adjusted, and additional duties may be added, based on the operational needs of the court. Responsibilities of the Financial Specialist may include but will not be limited to:

- **Financial Transaction Processing:** Process and validate accounts payable transactions, including vendor payments, purchase orders, and disbursements. Manage accounts receivable activities such as managing credit and reimbursements from agencies and vendors. Review and verify payment vouchers to ensure appropriateness, accuracy, and compliance with judiciary policies. Enter financial data into judiciary systems with meticulous attention to detail. Implement appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Verify receipt of goods and services prior to authorizing payments. Monitor and enforce compliance with financial transaction deadlines and requirements to maintain operational integrity of court financial systems.
- **Travel Management:** Administer travel authorizations and enforce compliance with judiciary travel policies throughout the process. Examine and process travel vouchers and advance requests from

court units. Verify travel expenses for accuracy and allowability under government travel regulations. Calculate appropriate reimbursement amounts for lodging, meals, transportation, and incidental expenses. Manage the court's travel card program, including processing applications, monitoring card usage, conducting account audits, and addressing delinquencies. Serve as liaison with travel card vendor and Administrative Office on program matters. Provide comprehensive training to cardholders on proper card usage and documentation requirements. Generate monthly travel card activity reports and identify unusual spending patterns. Track and monitor status of travel advances to ensure proper reconciliation after travel completion. Develop travel expenditure reports and analyze trends in travel spending. Educate court staff on travel policies and procedures to facilitate proper compliance and documentation.

- **Account Reconciliation and Verification:** Conduct regular reconciliation of financial accounts to verify accuracy of financial records throughout the court's operations. Investigate and resolve discrepancies in accounts and transactions promptly to maintain financial integrity. Reconcile subsidiary ledgers with control accounts and perform monthly and quarterly reconciliations of judiciary funds. Validate transactions against supporting documentation to ensure legitimacy and compliance. Monitor account balances continuously and alert management of significant variances requiring attention. Track fund balances meticulously to ensure proper resource management and fiscal responsibility. Coordinate with financial institutions to resolve account issues and maintain accurate banking relationships.
- **Financial Records Management:** Develop and maintain comprehensive, accurate financial records for all court financial activities to ensure complete documentation. Enforce proper documentation standards for all financial transactions in accordance with judiciary requirements and federal regulations. Implement and manage records retention schedules for financial documentation to ensure compliance with archival policies. Document financial processes and procedures thoroughly to maintain operational continuity and knowledge transfer. Organize and secure financial records according to established policies to protect sensitive information. Ensure availability of properly structured financial records for audit and review purposes. Digitize and organize electronic financial records to improve accessibility while maintaining confidentiality of sensitive financial information. Support audits by providing required access to information to auditors including access to financial records, files, policies, and procedures. Cooperate with auditors to demonstrate full accountability, efficient use of judiciary resources, and compliance with all requirements.
- **Financial Reporting:** Create, update, examine, and analyze regular and specialized financial reports to support court operations and oversight. Generate comprehensive reports for court units, Administrative Office, U.S. Treasury, and other authorized entities according to established schedules and requirements. Design and maintain sophisticated spreadsheet formats for analyzing and presenting financial information effectively. Produce accurate and timely financial statements and budget reports to support management decision-making. Develop specialized reports addressing specific management inquiries and operational questions. Prepare supporting documentation for financial audits to ensure transparency and compliance. Compile and synthesize data for budget formulation and execution reporting. Analyze financial trends and patterns to identify opportunities for improved efficiency and resource allocation.
- **General Staff Responsibilities:** Communicate clearly and effectively, both orally and in writing, to explain complex matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing quality customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Comply with the Guide to Judiciary Policy, applicable Administrative Office 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 at all times. 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 26 (\$61,603 - \$100,097):** Candidates must possess at least two (2) years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of financial administration such as accounting, financial reporting, auditing, or budgeting. One year of specialized experience may be substituted by a bachelor's degree in accounting, finance, business administration or a related field from an accredited college or university and superior academic achievement as listed below.
- **CL 27 (\$67,660 - \$110,012):** Candidates must possess at least three (3) years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of financial administration such as accounting, financial reporting, auditing, or budgeting. One year of specialized experience may be substituted by a bachelor's degree in accounting, finance, business administration or a related field from an accredited college or university and superior academic achievement as listed below.

Superior Academic Achievement

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0; AND/OR
- Standing in the upper third of the class; AND/OR
- "3.5" average or better in the major field of study, such as Computer Science or a related field that would prepare a candidate well to perform in this position; AND/OR
- 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.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study at an accredited college or university. A degree program in computer science, information systems, or a related field is preferred.

Required Competencies

- Knowledge of and experience using automated financial management systems.
- Demonstrated proficiency in financial record-keeping, analysis, and transaction processing.
- Ability to work independently and to set priorities across multiple assignments, as well as to work cooperatively in a team environment.
- Knowledge of and experience using SharePoint Online, Microsoft Office 365, and Adobe Acrobat.

Preferred Qualifications

- A bachelor's degree from an accredited college or university in accounting, finance, or related field.
- Prior experience in federal judiciary or government financial operations.
- Familiarity with federal judiciary financial systems and procedures
- Knowledge of federal appropriations law and practices.

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 them well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Academic transcripts for education substitutions **ONLY**.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online testing modules.

Once you have the cover letter, résumé, and academic transcripts (if required) (items 1, 2, and 3 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 and online tests (items 4 and 5 above): <https://www.ondemandassessment.com/link/index/JB-L0WR7VZU5?u=116354>

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

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid 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.
- 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. For in-person interviews, candidates must travel at their own expense. 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; however, limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will 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. Initial and continued appointment in this position is conditioned on a favorable moderate risk, five-year background investigation (renewed every five years). An unfavorable investigation at any point during employment may lead to removal. 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.