



**United States District Court  
Eastern District of New York**  
[www.nved.uscourts.gov](http://www.nved.uscourts.gov)

**Vacancy Announcement #15-03/FINANLYST  
January 28, 2015**

**FINANCIAL ANALYST  
Brooklyn Courthouse – 225 Cadman Plaza East**

**Salary:** Level CL 24/1 - 26/1 (\$39,526 - \$48,083)

\*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

**Closing date for receipt of resumes:** Friday, February 13, 2015

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**Position Summary:**

The United States District Court for the Eastern District of New York is accepting applications for the position of Financial Analyst in the Brooklyn Courthouse. Financial Analysts perform and coordinate administrative and technical work related to financial and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls.

**Duties and Responsibilities may include all, or some, of the following tasks:**

- Oversees the process of restitution payment, fines, and assessments. Maintains ledgers and status reports on pending restitution cases. Verifies victim information and makes disbursements to victims as directed by the court.
- Maintains and analyzes accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records
- Receives and reviews vouchers for expenses incurred by the court and court staff; enters data into automated check writing and accounting systems.
- Maintains inventory and distribution of controlled items such as checks, receipts, and other items.
- Verifies daily checks and cash received by the court and deposits in appropriate bank accounts.
- Maintains accounting records by imputing transactions and performing trial balances; reconciles accounts through the FAS4T financial automated system.
- Receives and reviews incoming documents to determine conformity with appropriate rules and/or court requirements.
- Maintains and analyzes automated and manual financial records such as cash receipts journals, and registry and deposit fund ledgers to properly account for revenues and expenditures of the Court.
- Assists in preparing and analyzing a variety of reports to the Clerk's Office, Administrative Office, and various outside agencies.
- Performs other duties or special projects as assigned.

**Eligibility Requirements:**

High school graduates or equivalent required, and two years of general experience, plus one year of specialized experience is required. College degree preferred (possession of a degree can be substituted for the general experience requirement.)

To qualify to grade CL-25, two years of specialized experience is required. To qualify to grade CL 26, three years of specialized experience is required. Specialized experience includes progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

Detailed knowledge of the accounts, procedures, reports, automated equipment and software used in the court. Good knowledge of the laws and regulations relating to appropriateness of payment. Good knowledge of court operations and functions. Skill and accuracy in working with many numerical transactions with decimal points. Ability to recognize errors and their probable cause. Excellent computer skills with a minimal data entry speed of 45 wpm.

**Benefits:**

The United States District Court offers a generous benefit package to full-time permanent employees which include:

- 10 Paid Federal Holidays
  - 13 Days Paid Vacation (per year for the first three years)
  - 20 Days Paid Vacation (after three years)
  - 26 Days Paid Vacation (after fifteen years)
  - 13 Days Paid Sick Leave
  - Participation in Federal Employees Retirement System
  - Health, Dependent & Commuter Reimbursement Programs (optional)
- Thrift Savings Plan (401k style) (optional)
  - Life Insurance (optional)
  - Long-Term Disability Plan (optional)
  - Long-Term Care Insurance (optional)
  - Medical, Dental & Vision Coverage (optional)
  - Credit Union Participation

**Conditions of Employment:**

The applicant selected will be required to complete an initial performance probationary period and will be subject to a background check. Failure to successfully complete the probationary period or a negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Interested applicants should submit a cover letter (include vacancy announcement number) specifying qualifications in relation to the position, a completed application for federal employment (located on the court's employment web page at [www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)) and a current resume to:**

**U.S. District Court, E.D.N.Y,  
225 Cadman Plaza East,  
Brooklyn New York 11201  
or you can apply via email at:**

**[nyed-applications@nyed.uscourts.gov](mailto:nyed-applications@nyed.uscourts.gov)**

**Attention: Jeffery Howell, Human Resources Manager**

The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

**The U.S. District Court is an Equal Opportunity Employer.**