



United States District Court Eastern District of New York

Vacancy Announcement Announcement #16-02FINANLYST

Position: Financial Analyst
Location: Brooklyn Office – 225 Cadman Plaza East
Position Type: One Full-Time Permanent (open to all)
Salary Range: ***Starting Salary Range:** (Non-judiciary applicants) \$35,689 - \$49,000
****Starting Salary Range** (Federal judiciary employees) \$43,640 - \$78,127

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. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level.

Opening Date: Tuesday, November 10, 2015
Closing Date: Friday, November 27, 2015

Introduction:

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.

Representative Duties:

- Oversee the process of restitution payments, 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.
- Maintain 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
- Receive and review vouchers for expenses incurred by the court and court staff; enters data into automated check writing and accounting systems.
- Maintain 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.
- Maintain accounting records by imputing transactions and performing trial balances; reconciles accounts through the judiciary's FAS4T financial automated system.
- Receive and review incoming documents to determine conformity with appropriate rules and/or court requirements.
- Maintain and analyze 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.
- Assist in preparing and analyzing a variety of reports to the Clerk's Office, Administrative Office, and various outside agencies.
- Perform other duties or special projects as assigned.

Qualifications:

*To qualify for the minimum starting salary, an individual must have a high school diploma or equivalent, two years of general clerical or office experience plus one year of progressively responsible administrative experience that provided knowledge of the rules, regulations, practices and principles, of financial administration and/or accounting and involve the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

Skill and accuracy in working with many numerical transactions with decimal points. Pay setting beyond the minimum

starting salary will be based on the experience and knowledge of the individual beyond the qualifications noted above.

****To qualify for the minimum starting salary for federal judiciary employees, 2-3 years of progressively responsible experience that provided knowledge of the rules, regulations, practices and principles, of financial administration and management such as accounting, budgeting or financial reporting; and involve the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases is required in addition to the general experience requirement. Pay setting beyond the minimum starting salary will be based on the experience and knowledge of the individual beyond the qualifications noted above.**

All applicants should have excellent written, organizational, verbal communication and technical skills with a minimal data entry speed of 45 wpm. Excellent interpersonal skills and courtesy in responding to the public, must have a positive attitude and consistently deliver excellent customer service.

Educational Substitution:

Education above the high school level may be substituted for the general experience requirement on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Preferred Skills/Experience:

College degree preferred. Prior federal experience with restitution payments and detailed knowledge of the accounts, procedures, reports, automated equipment and software used in the federal judiciary is strongly preferred.

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
- Thrift Savings Plan (401k style)
- Life Insurance
- Long-Term Disability Plan
- Long-Term Care Insurance
- Medical, Dental & Vision Coverage
- Credit Union Participation

Applicant Information:

The applicant selected is required to complete a criminal background check. Appointment or promotion is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation. 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.

How to Apply:

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) 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
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 United States District Court for the Eastern District of New York is an Equal Opportunity Employer.