

UNITED STATES PROBATION OFFICE
Central District of California

Date: October 12, 2010
Position Title: Financial Specialist
Classification Level: CL 26 (\$46,544 - \$75,689)
Closing Date: November 5, 2010
Vacancy No.: #10-112
Location: Downtown Los Angeles

OVERVIEW OF THE POSITION

The U.S. Probation office is seeking an intelligent, team-oriented, detail-minded individual to serve as a Financial Specialist in our customer-focused Fiscal Unit located in downtown Los Angeles.

REPRESENTATIVE DUTIES

- Serve as a certifying Level-1 officer for analyzing invoices and vouchers for accuracy, validity, and compliance with regulations in the Guide to Judiciary Policies and Procedures and Federal Appropriations Law.
- Maintain, reconcile and analyze accounting records, deposit funds, subsidiary ledgers for allotments and other fiscal reports. Assist with departmental internal control reviews to ensure the probation office is in compliance with guidelines.
- Ensures that the appropriate internal controls for disbursement, transfer and recoding are followed. Review and verify the accuracy of vouchers for payment related to expenses incurred by the court unit and employees. Assist with the development of efficient internal control systems or programs.
- Serve as a primary contact person with employees and other district court units regarding the unit's financial operations, procedures and other department-related matters.
- Prepare travel authorizations and examine travel vouchers for accuracy and ensure all requests for reimbursement are in accordance with the Judiciary Travel Regulations.
- Review individual government travel credit cards to ensure compliance with the travel card policy. Report any incidents of non-compliance to Administration.
- Ensure the proper budget object class is used and expenditures made are incurred as authorized.
- Enter all payment authorizations into the agency's automated accounting system (Financial Accounting System for Tomorrow - FAST). Closely analyze data to ensure that no errors or overpayments are made.
- Research and gather information needed for reconciling discrepancies and/or problems related to invoices and vouchers.
- Contact vendors and staff to clarify issues related to invoices or requests for reimbursement.
- Process salary and travel advances.
- Maintain files of vendor purchases and remittance data.
- Maintain travel files/records and produce reports that summarize information related to vouchers and supporting documents.
- Prepare financial reports and work on special projects as requested by the Fiscal Supervisor.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

Associate or Bachelor's (preferred) degree in Accounting, Business Administration, Public Administration or equivalent, plus a minimum of two (2) years of transactional accounting experience. The candidate must be detail-oriented, timely, accurate, self-motivated, professional and organized; have great interpersonal and customer service skills; able to process a high volume of transactional accounting work; and sound judgment and ethics. Strong knowledge and skills in use of personal computers and software applications to prepare reports and correspondence, including Microsoft Excel. Thorough knowledge of office procedures, practices, processes, email and telephone etiquette.

BENEFITS

As a federal employee, you will have a wide variety of medical plans from which to choose. Options for dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in the Federal Employees Retirement System (FERS). Up to 5% matching on retirement savings (401k equivalent). Generous accrual of paid time off.

INFORMATION FOR APPLICANTS

The U.S. Probation Office requires employees to adhere to a Code of Conduct. The final candidate will be subject to a criminal background investigation and one-year probationary period. The position is “at-will.” The Federal Financial Reform Act requires direct deposit of federal wages for employees. Due to the volume of applications received, we will only be able to respond to individuals selected for testing or interviews.

HOW TO APPLY

To be considered for the position, please submit a cover letter, resume with salary history and references, copies of transcripts. Any packet with missing required documents will not be considered.

U.S. Probation Office
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United States Probation is an Equal Opportunity Employer