



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON**

**FINANCIAL COMPLIANCE SPECIALIST**

**ANNOUNCEMENT NUMBER**

20-WAW-20

**ANNOUNCEMENT DATE**

July 10, 2020

**CLOSING DATE**

Open until filled; preference given to resumes received by August 2, 2020.

The U.S. District Court for the Western District of Washington is currently accepting applications for a qualified Financial Compliance Specialist. This position is located in the Clerk's Office and the duty station can be at the Seattle or Tacoma courthouse. Applicants must also have the ability to telework.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented, has excellent interpersonal communication and problem-solving skills, and a strong work ethic. Our fast-paced, dynamic environment offers challenging and rewarding work for individuals who are adaptable, dedicated, and motivated to make a positive impact.

The Financial Compliance Specialist performs and coordinates administrative, technical, and professional work related to the financial and accounting activities of the Court, including ensuring compliance with appropriate guidelines, policies and internal controls. The Financial Compliance Specialist prepares, updates, and analyzes a variety of reports, manages internal reviews, and recommends procedural improvements. The Financial Compliance Specialist is part of a self-managing team, working closely with the finance team, Clerk of Court, Chief Deputy, Clerk's Office staff, other government agencies, and the public.

**Representative Duties**

**REPRESENTATIVE DUTIES**

- Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court. Prepare and analyze a variety of financial reports for the Clerk's Office.
- Maintain and update the Internal Controls Manual (ICM) with assistance from staff in each subject area. Monitor the *Guide to Judicial Policy* for updates, analyze impact on local ICM, and make recommendations as needed.
- Conduct internal assessments to verify proper segregation of duties, prevent errors, and identify areas of concern. Review internal controls, financial transactions, procurement records and contracts, property disposal records, treatment services and human resources records to ensure adherence to guidelines and requirements.
- Provide a summary of internal assessments to Court Unit Executives and recommend improvements to internal controls, procedures, and operations. Keep Court Unit Executives apprised of any regulatory changes pertaining to internal controls and accountability.
- Analyze and provide a variety of financial information, complete financial projects and make recommendations to the Clerk of Court and senior management team.
- Monitor and evaluate effectiveness and compliance with compensating controls.
- Examine various financial transactions and documents to ensure accuracy and efficiency.
- Analyze internal procedures related to financial operations and ensure procedures are accurate and consistent with Western Washington and Judiciary policies.
- Assist in drafting financial operations procedures.

<p><b>REQUIRED QUALIFICATIONS AND SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical, or professional experience.</li> <li>• Knowledge of general accounting principles, internal controls, and separation of duties. Skill in use of automated financial and accounting systems and Microsoft Office Suite.</li> <li>• Knowledge of financial systems; ability to understand relationships among accounts and how financial procedures relate to the overall business of the Court.</li> <li>• Skill in reviewing procedures, policies, and manuals and recommending improvements.</li> <li>• Knowledge of project management techniques, statistical tools, measurement, and reporting techniques.</li> <li>• Consistent, high quality past job performance demonstrating sound ethics and judgment.</li> <li>• Ability to be tactful and work cooperatively with others, including judicial officers, the bar, other government agencies, the public, financial institutions, external auditors and colleagues.</li> <li>• Ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive material.</li> <li>• An attendance record that indicates reliability and commitment.</li> </ul>
<p><b>PREFERRED QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• A bachelor’s degree in accounting, finance or related field.</li> <li>• Knowledge of federal government accounting practices and principles, including internal controls and separation of duties.</li> <li>• Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial reporting, procurement processes, and financial transactions.</li> <li>• Knowledge of court operations and functions.</li> <li>• Proficiency with a wide range of technology, including SharePoint, Adobe Acrobat.</li> <li>• Experience with accounts receivable and accounts payable accounting.</li> </ul>
<p><b>SALARY RANGE</b></p>	<p>Court Personnel System Classification Level:  CL26, Step 1 – 61, \$51,049 - \$82,982  CL27, Step 1 – 61, \$56,097 - \$91,155  Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p><b>BENEFITS</b></p>	<p>The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance including; flexible schedules, ORCA transit passes, 24 hour on-site fitness center, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, visit <a href="http://www.uscourts.gov">www.uscourts.gov</a></p>
<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume</li> </ul> <p>Via e-mail (Word or Acrobat .pdf format) to: <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p> <p>Or to:</p>

Human Resources (#20-WAW-20)  
U. S. District Court  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Please note that federal judicial employees are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Judiciary employees are restricted from engaging in any political activities, whether partisan or nonpartisan. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

*The United States District Court is an equal opportunity employer and values diversity in the work place.*