

UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA



POSITION: Financial Specialist

LOCATION: Des Moines, IA

OPENING DATE: Monday, July 28, 2025

CLOSING DATE: Open Until Filled, applications received by August 22, 2025, will receive priority consideration.

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-25/26 (\$49,287- \$88,192) salary is based on experience and qualifications in accordance with the Court Personnel System.

POSITION OVERVIEW

The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs basic accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls.

DUTIES AND RESPONSIBILITIES

Maintain, reconcile, and analyze accounting records, consisting of cash receipts journal, registry fund, deposit fund, and non-appropriated funds. Perform basic accounts payable and accounts receivable duties. Assist in the preparation, update, examination, and analysis of a variety of regular and non-standard reports as requested by the court, the Administrative Office of the U.S. Courts, U.S. Treasury, financial institutions, or other organizations or agencies.

Prepare reports, spreadsheets, and forms using accounting software and various software applications (e.g. Microsoft Word, Excel) to record, store, and track information.

Maintain control over daily cash collections; perform daily reconciliation between cash collections and daily receipts, prepare the bank deposits.

Assist in creating and maintaining case information in JIFMS (Judiciary Integrated Financial Management System). Obtain information for proper collection and disbursement of court-imposed fines and restitution by referring to case documents and working with the U.S. Attorney's Office, the U.S. Probation Office, and chambers staff.

Set up and maintain ledgers in criminal cases using an automated program; process victim restitution payments, prepare disbursement paperwork and ensure that victims receive payments. Provide customer service to victims and their representatives; process returned checks and returned mail including researching victim addresses and tracking unclaimed items.

Create disbursement vouchers for court registry funds.

Review and process jury payments. Check figures and documents for correct entry and mathematical accuracy. Communicate with the Jury Administrator in response to questions, problems, or insufficiencies with jury payments and the status of payment.

Assist with processing and paying bills and invoices incurred by the court.

Provide financial guidance to Clerk's Office employees.

Comply with guidelines, procedures, and policies established by the Administrative Office and the court.

Participate in internal and cyclical audits to assure proper separation of duties and to assist in the prevention of errors and the detection of areas of concern.

Perform other duties as assigned.

QUALIFICATIONS

Associate's degree in accounting or related area or three years of specialized experience. Specialized experience is defined as progressively responsible employment in the financial field utilizing rules, regulations, practices and principles of financial administration and/or accounting, and involves the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

Must have strong customer service skills and excellent computer skills. The candidate must have the ability to take initiative, handle multiple priorities, respond to requests on short notice, conduct in-depth research, analyze options, and meet deadlines. The candidate must have excellent interpersonal and communication skills (written and verbal) and the ability to work well with others. The candidate must have well-developed organizational and time management skills. The candidate must have a positive attitude and present a professional image for the court.

BENEFITS

Benefits include eleven paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program and Flexible Benefits Program.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources at the below email address. The decision on granting reasonable accommodations will be made on a case-by-case basis.

We reserve 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.

We do not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties and (2) a resume. Application materials should be e-mailed as a single pdf to: applications@iasd.uscourts.gov. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Any inquiries regarding the posting or the application process, should be directed to Human Resources via phone (515-284-6392) or email (applications@iasd.uscourts.gov).

The United States District Court is an Equal Opportunity Employer.