



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Number: FY14-05
Opening Date: August 1, 2014

VACANCY ANNOUNCEMENT

Position:	Financial Analyst
Salary:	CL 28 (\$62,667 - \$101,901) commensurate with qualifications, salary, and experience
Closing Date:	August 15, 2014

Position Overview:

The United States Court of International Trade is currently accepting applications for a Financial Analyst. This position works in the administrative services section of the Clerk's Office and has responsibility for a wide range of financial transactions, such as the analysis, maintenance and upgrading of all accounting data in the Judiciary automated system.

Duties and Responsibilities:

Responsible for the implementation of a court-wide financial program that ensures an accurate accounting for all appropriated monies. Collects data for budget formulation. Works closely with the Administrative Manager in the development of budget estimates to fund fiscal year operating costs. Prepares, updates and analyzes a variety of accounting records, financial statements, and reports. Responsible for accounts payable and receivable activities and to ensure compliance with internal controls and regulations affecting financial activities. Develops recommendations for the improvement of financial programs and assists with policy development regarding financial matters. Uses a wide variety of manual programs and automated systems/tools that assist in the maintenance and analysis of accounting records for all disbursements, deposit funds, registry funds, cash receipts journals, deposit funds, various subsidiary ledgers and other records necessary to properly account for the revenue and expenditures of the Court.

Qualifications:

Bachelors degree is required. To qualify for this position at the CL-28 level, applicants must have three years of specialized experience, including at least one year equivalent at the CL-27 or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business, accounting, finance, or other field closely related to the subject matter of the position. Specialized experience is progressively responsible experience in at least one, but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing or financial reporting that provided a knowledge of the rules, regulations and terminology of financial administration.

Applicants should have excellent organizational skills, and the ability to manage multiple tasks as well as excellent verbal and written communication skills. Must be proficient with Microsoft Office, especially Excel and Word. Knowledge with the Judiciary's accounting system is a plus.

Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), dental and vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Benefit Program, Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP).

Application Procedure: In a cover letter, please specify how you satisfy the qualifications listed above, along with a detailed résumé and two letters of recommendation. All applications should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, Ref. #FY14-05 or via e-mail to: Human_Resources@CIT.USCourts.gov. Please use only one method of application. All materials must be received (if hand delivered or e-mailed) or postmarked by the closing date of the announcement.

**THIS APPOINTMENT IS SUBJECT TO AN FBI BACKGROUND CHECK FOR A HIGH-SENSITIVE POSITION WITHIN THE JUDICIARY
APPLICANT MUST BE A U.S. CITIZEN OR ELIGIBLE TO WORK IN THE UNITED STATES
ELECTRONIC FUNDS TRANSFER (EFT) IS MANDATORY FOR PAYMENT OF NET PAY
UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**