

\*\*\* EMPLOYMENT OPPORTUNITY \*\*\*



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

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Position Title:	Financial Specialist
Location:	Little Rock Clerk's Office - Announcement #20-C04
Closing Date:	Open Until Filled ( <i>Review of resumes upon receipt</i> )
Starting Salary/Range:	\$46,600 - \$83,210 (CL 26/27)* <i>Depending on qualifications and experience. If filled at CL-26, promotion potential to CL-27.</i>
Tour of Duty:	Full-time

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**Position Overview:** The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Financial Specialist. Responsibilities include, but are not limited to, reconciling daily receipts, reviewing deposit tickets, posting to cash receipts journals, and advising intake cashiers on receipting issues and problems. The Financial Specialist maintains case ledgers for registry funds deposited pending the outcome of litigation, receives and reviews payment vouchers for compliance with regulations, prints and mails checks for payment of vouchers and communicates with individuals in all court units for which the Clerk's office is the disbursing officer. This position also sets up accounts receivable records for restitution payments, prepares and processes disbursement batch jobs in the financial accounting system on a daily basis, and prepares financial reports required by the Administrative Office of the US Courts and the Treasury.

**Qualifications:** High school graduation, or the equivalent (college degree preferred), plus one year specialized experience equivalent to the CL-25 level. For appointment at higher salary, two years of specialized experience, including at least one year equivalent to work at CL-26 required. Specialized experience includes progressively responsible administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated systems such as word processing, spreadsheets or databases. A strong financial or accounting background is required.

Employees of the U. S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance, flexible spending accounts, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment. Only the most qualified applicants will be interviewed. Submit resume to:

**Human Resources #20-C04  
United States District Clerk's Office  
600 West Capitol Avenue, Room A149, Little Rock, AR 72201**

\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\*