



DAVID CREWS
Clerk of Court

Oxford
911 Jackson Ave.
Oxford, MS 38655

Aberdeen
301 W. Commerce St.
Aberdeen, MS 39730

Greenville
305 Main St.
Greenville, MS 38701

www.msnd.uscourts.gov

Important Dates

Opening Date:

July 10, 2025

Closing Date:

July 24, 2025

or until filled

Apply to:

hr@msnd.uscourts.gov

*The U.S. District Court for the
Northern District of Mississippi
is an Equal Opportunity
Employer.*

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

Career Opportunity #25-104

Financial Specialist

Position Type: Full-time Permanent

Salary Range: \$53,839 - \$87,482

Job Grade: CL 26-27 (depending on qualifications and experience)

If hired at CL 26, may be promoted to CL-27 without further competition.

*The salary listed reflects the expected initial salary range for the position.

The full salary range is \$53,839 to \$96,147.

Location: Oxford, Mississippi

POSITION OVERVIEW

The United States District Court for the Northern District of Mississippi is hiring a Financial Specialist. The incumbent will adhere to the appropriate internal controls for disbursement, transfer, recording, and reporting of monies. The successful candidate must have excellent customer service skills, verbal and written communication skills, the ability to maintain confidentiality, work in a team environment, and be able to apply a body of rules and regulations to complete financial transactions.

REPRESENTATIVE DUTIES

- Establishes, maintains, and analyzes accounting records and other fiscal records to properly account for case receipts and disbursements.
- Responsible for files and documents related to the accounting of government funds.
- Reconciles case balances with government agencies.
- Provide customer service to victims and their representatives, and the public.
- Reviews case ledgers and makes transfers as necessary.
- Responsible for tracking, recording, and reconciling fees received.
- Monitor funds and balances to ensure compliance with judicial orders regarding fund transfers.
- Develops procedural manuals for financial procedures in the court.
- Prepares and analyzes a variety of reports for submission to the Clerk's Office, the Administrative Office, and various outside agencies as necessary.
- Lead preparation and response to internal and external audits.
- Develop and maintain processes, procedures, and guidelines for internal controls, guide changes and compliance.
- Prepare and conduct reviews of finance and related systems to maintain compliance and access records.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- To qualify for this position, a person must be a high school graduate or equivalent and have three years of general experience and two years of specialized experience.
- **General experience** is progressively responsible administrative, technical, or professional experience which provides evidence that the candidate has acquired: (a) a good general understanding of management practices and administrative processes; (b) the ability to analyze problems and assess the practical implications of alternative solutions; (c) the ability to communicate effectively with others, both orally and in writing; and (d) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

HOW TO APPLY:

All applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Three references.

Go to our website:

<https://www.uscourts.gov/services-forms/forms> to obtain an Application for Judicial Branch Federal Employment (Form AO-78)

Applications should be submitted via email to

hr@msnd.uscourts.gov

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division.

Incomplete applications will not be considered.

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- **Specialized experience** in at least one, but preferably two or more, of the functional areas of financial management and administration (budgeting, accounting, auditing, financial reporting, etc.) that provided a practical understanding of financial rules, regulations, and terminology. Excess specialized experience may be substituted for required general experience.

PREFERRED QUALIFICATIONS

- Preference will be given to applicants who have experience with automated financial management systems.
- Preference will be given to applicants having experience in federal government accounting and systems accounting.
- Bachelor's degree in the field of accounting, finance, or business.

APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic funds transfer (EFT) participation for payment of net pay (i.e., direct deposit).

All promotions are subject to approval by the Administrative Office of the U.S. Courts.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(2)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(2)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.