UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK



DATE: October 29, 2026

POSITION: Financial Specialist

LOCATION: 500 Pearl Street, New York, NY

TERM: Full-Time Permanent

CLASS LEVEL: CL 26 – CL 27

SALARY: $64,075 - $114,425
(Depending on qualifications & experience)

CLOSING DATE: Open Until Filled
Applications received on or before **November 12, 2026**, will be given priority

VACANCY NO: 27-05

POSITION OVERVIEW: The Financial Specialist performs and coordinates administrative, technical and professional work related to financial activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The incumbent performs 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 a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Revie w and/or perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Assist in maintaining, reconciling and reviewing accounting records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court.
- Process and pay bills and invoices incurred in court units.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entries, mathematical accuracy and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Prepare spreadsheets and maintain databases to track certain expenditures.
- Serves as the primary liaison for office equipment maintenance and repair, coordinating service requests, scheduling preventive maintenance, communicating with vendors and service providers, and monitoring work orders to ensure equipment remains operational and maintenance costs are properly managed.
- Coordinate work efforts with other financial deputies in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position, applicants must have a college degree, or equivalent. To qualify for CL-26, one must have at least one year of specialized experience equivalent to CL 25; to qualify for the CL 27, one must possess at least two years of specialized experience equivalent to CL 26. The position requires excellent written and verbal communication skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. A master's or secondary degree is highly desired.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

BENEFITS:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 and 26 days of paid vacation are provided, depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and twelve paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligible for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Participation in the Federal Employees Retirement System.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.
- For more information on benefits, you may visit: https://www.uscourts.gov/careers/benefits.

APPLICATION PROCEDURE: To be considered for this position, submit in one PDF document, a resume, cover letter, and a completed Application for Federal Employment-AO78. The Application can be downloaded from https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf. Your cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relates to the duties and responsibilities of the position. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing the application. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered. Only applicants selected for the next phase of this process will be contacted.

Please submit your application to:
DEjobs@nysd.uscourts.gov

MISCELLANEOUS
Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. The successful candidate for this position is subject to a background check.

Judicial employees are required to adhere to the court's code of conduct, available for public review at: https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-employees

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. District Court for the Southern District of New York reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

The United States District Court is an Equal Opportunity Employer