



United States Court of International Trade

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

Job Announcement: 17-01
Opening Date: October 28, 2016

VACANCY ANNOUNCEMENT

Position: Financial Analyst (Full-Time, Permanent)

Salary Range: \$64,172 - \$104,328 (CL 28)
Commensurate with qualifications, salary, and experience

Closing Date: November 9, 2016

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 for ensuring 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, deposits, various subsidiary ledgers, and other records necessary to properly account for the revenue and expenditures of the Court.

Qualifications:

Bachelor's degree from an accredited college or university 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 of 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 holidays, participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision 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). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), gym membership, and a Court Achievement Program (CAP).

Conditions of Employment:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All application information is subject to verification. The selected candidate must successfully complete a 10-year background investigation, a subsequent favorable suitability determination, and subsequent investigations every five years thereafter. Employees of the U.S. Court of International Trade are “at-will” employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payroll direct deposit.

Application Procedure:

Applicants must submit the following documents to be considered: 1) cover letter, specifying how you satisfy the qualifications listed above, 2) résumé, and 3) [Application for Judicial Employment \(AO78\)](#). The AO78 form can be found at www.cit.uscourts.gov under About the Court > Human Resources > Pre-Appointment Forms. 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 #17-01, or applications may be submitted via e-mail in one single PDF attachment to: Human_Resources@cit.uscourts.gov; include the title of the position and job announcement in the subject line. Please use only one method of application. Failure to submit a complete application will result in non-consideration. Only applicants selected for an interview will be notified.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER