

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Financial Specialist
Location:	Atlanta, Georgia (On-site)
Opening Date:	August 5, 2025
Closing Date:	September 2, 2025 (or until filled)
Annual Salary Range (CL-27):	\$62,533 – \$101,675 Starting salary dependent upon qualifications, experience, and court funds.

The Circuit Executive’s Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for a **Financial Specialist**. Applications are being accepted through **September 2, 2025**, or until the position is filled. This is an on-site position located in Atlanta, Georgia.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, and resume detailing background, experience, and qualifications, and a self-edited writing sample of no more than three pages should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate “**Financial Specialist**” in the subject line.

The selected candidate will be subject to a background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY: The Financial Specialist performs administrative, financial, technical, and professional work related to financial accounting, internal controls, self-assessment audits, and budgetary activities for the Office of the Circuit Executive (CEO) and Court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

DUTIES AND RESPONSIBILITIES:

- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution throughout the CEO.
- Perform periodic reviews to ensure that the CEO is in compliance with *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles (GAAP). Prepare documents to identify any findings and develop written recommendations for changes.
- Maintain, reconcile, and analyze accounting records, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the CEO. Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payment related to expenses incurred by the CEO for appropriateness of payment.
- Serve as primary travel reviewer for the CEO. Review travel authorizations and process travel vouchers in JIFMS in accordance with judiciary travel regulations. Monitor travel fund obligations and provide authorization and assistance to travelers using the Court’s Centrally Billed Account. Prepare documentation for and process monthly payment of the Court’s Centrally Billed Account.

- Provide guidance relating to staff and judge travel. Serve as subject matter expert on judiciary travel regulations for Court employees and judges.
- Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the CEO.
- Assist with monitoring of daily appropriated fund balances, reprogramming, and transferring funds as necessary and appropriate.
- Enter allotments, adjustments to allotments, and reprogrammings into the Judiciary Integrated Financial Management System (JIFMS) as requested, and maintain oversight and approval documentation. Prepare and submit the monthly CEO Electronic Status of Funds and reprogramming reports.
- Prepare Quarterly Open/Unliquidated Purchase and Travel Obligations Reports.
- Serve as the Court's primary property disposal officer concerning the transfer, donation, sale, or abandonment of non-expendable personal property in accordance with the provisions of the *Guide to Judiciary Policy*.
- Provide assistance in carrying out the biennial Judicial Conference, which requires some travel.
- Demonstrate and create an environment of teamwork, excellent customer service, and support for staff, executives, judges, and chambers staff.
- Perform other functions and special projects within the CEO as assigned.

REQUIREMENTS: Incumbent must present a professional demeanor and possess exceptional interpersonal and organizational skills, and attention-to-detail. The position requires extensive knowledge of budgeting and how to use automated systems to perform day-to-day activities. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy, and tact at all times.

Required skills and abilities include: Skill and accuracy in working with numerical calculations; ability to understand relationships among accounts and how budgeting procedures relate to the overall business of the CEO; ability to troubleshoot errors and their probable causes; skill in monitoring and reconciling accounts and ledgers; skill in reconciling allotments, obligations, and available balances; ability to learn and adhere to judiciary standards and internal controls objectives, and the purpose and processes related to budget decentralization; knowledge of the overall fiscal reconciliation process; ability to learn judiciary regulations and CEO processes and practices related to budget planning, execution, and funds management; ability to ensure accuracy and completeness of data and comply with internal controls, regulations, and policies to prevent legal or personal liability; ability to conduct internal reviews of financial activities and develop written recommendations for improvements; ability to make decisions based on thorough knowledge of the policies, practices, and guidelines related to budget, travel, and property management; ability to communicate effectively (orally and in writing); ability to work collaboratively with staff from all areas of the Circuit Executive's Office; and the ability to interact effectively with individuals and groups.

In addition, must be dependable, a team player, and capable of working effectively in a high volume, fast paced office. Must have the ability to lift and move files, materials, furniture, and equipment (approximately 50 pounds). Occasional overnight travel within the circuit is required.

REQUIRED QUALIFICATIONS:

- A bachelor's degree from an accredited college or university.
- Two years of specialized experience. Specialized experience includes progressively responsible financial experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position.
- Skill in using a variety of computer applications (Word, Excel, PowerPoint and/or other applications).

PREFERRED QUALIFICATIONS AND SKILLS:

- A bachelor's degree in Accounting or Finance from an accredited college or university;
- Previous experience in a federal court or court or experience in a legal environment;
- Government financial, budget, or procurement experience;
- Skill in the use of the following or similar databases: Judiciary Integrated Financial Management System (JIFMS), and Judiciary Inventory Control System (JICS); and
- Intermediate or advanced Excel skills.

CONDITIONS OF EMPLOYMENT: Applicants must be a United States citizen or eligible to work for the federal government. All applicant information is subject to verification. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Selectees to high-sensitive positions such as this must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. It is the policy of this Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposit.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	11 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>

(revised 10/2021)