



## U.S. District Court Western District of Wisconsin Career Opportunity

Position: Financial Specialist  
Vacancy Number: 26-05  
Location: Madison, Wisconsin  
Salary: CL 25 (\$49,361-\$80,265) CL 26 (\$54,372-\$88,366)  
Salary classification dependent on qualifications and experience.  
Position is promotion eligible to CL 27 without further competition.  
Date Posted: April 20, 2026  
Closing Date: Open until filled. Preference given to applications received by **May 3, 2026**

Transfers will be considered with the potential for a match to current classification level.

### **Position Summary**

This full-time permanent position is located in the District Court clerk's office in Madison, Wisconsin. The Financial Specialist assists in performing administrative, technical, and professional work related to financial, accounting and procurement activities of the Court, including ensuring compliance with appropriate guidelines, policies, and internal controls. The incumbent prepares, updates and processes a variety of accounting records and financial statements and ensures the court is supplied with the materials, equipment and services to function optimally. The hours for this position are 8:00-4:30 Monday-Friday.

### **Summary of Representative Duties and Responsibilities**

- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry fund, deposit fund and Prisoner Litigation Reform Act (PLRA), as well as subsidiary ledgers for allotments and other fiscal records.
- Perform accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court.
- Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.
- Maintain control over unit cash registers and collect and balance cash drawers daily. Count monies received and process receipts and deposits in appropriate bank accounts
- Review and process invoices and vouchers for payment such as travel, jury, Criminal Justice Act, restitution, goods and services related to expenses incurred by the court for appropriateness of payment. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Assist with the assessment of requests for goods and services, ensuring they are allowable under limitations, restrictions and policies. Assist in the negotiation with vendors for the best price for contracted services and purchases. Assist with preparing requisitions and purchase orders. Assist with procuring authorized supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing

government contracts. Assist with maintaining purchasing records. Check deliveries against purchase orders for type, quantity and condition to confirm accuracy and deploy goods as needed. Prepare receiving reports.

- Assists with property disposals by recording, staging and publishing disposals according to the procedure guide.
- Assist with coordinating, monitoring and overseeing space and facilities project work. Assess, document, prioritize and respond to project problems. Participate in project meetings as a representative as required.
- Monitor, coordinate and react to day-to-day property and facilities management issues.
- Assists the Administrative Manager with other duties as assigned.

### **Qualifications and Requirements**

- High school graduation or equivalent required. College degree in accounting, finance, business or related field preferred.
- Experience in accounting or finance, and knowledge of financial accounting principles required.
- Excellent computer skills, including proficiency in Excel and Word, as well as the ability to adjust to ever-changing technology.
- Knowledge and experience using automated financial systems to perform day-to-day activities.
- Skill and accuracy in working with numerical calculations.
- Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit.
- A familiarity with internal controls related to financial instrument handling.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment, act with diplomacy, and maintain confidentiality.
- Excellent interpersonal and communication skills in communicating with various internal and external individuals, as well as establishing and maintaining good relationships with outside contacts. Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds.
- Excellent organizational skills, including ability to manage multiple projects and priorities within strict deadlines. Ability to adjust priorities quickly as circumstances dictate.
- Ability to understand and accurately carry out detailed and complex instructions while managing tight deadlines and conflicting priorities.

### **Minimum Qualifications and/or Educational Requirements**

To qualify for the position at CL 25 the applicant must have two years of general experience and a minimum of one year of specialized experience (see below). General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

For CL 26, the applicant must have a minimum of two years of specialized experience in addition to two years of generalized experience. 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 provides knowledge of rules, regulations and terminology of financial administration.

The classification level will depend on the nature and extent of the specialized experience. 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 office, and corporate headquarters or human resources/payroll operations. Education may not be substituted for the specialized experience.

### **Court Preferred Attributes**

The ideal candidate will demonstrate personal characteristics that include: a professional demeanor, integrity, a strong work ethic, the ability to maintain confidentiality, and the ability to work as part of a team. In addition, the candidate is expected to be organized and detail-oriented; readily able to accept accountability for work product; flexible; and tactful. Government financial office experience is highly desired.

### **Benefits**

Federal benefits include paid vacation and sick leave, (11) paid holidays, and retirement benefits. Optional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Please visit the [U.S. Courts Careers page](#) for more details.

### **Conditions of Employment**

All application information is subject to verification. Appointment to this position is provisional, contingent upon an FBI fingerprint background check. This is considered a high-sensitive position. A ten-year background investigation is required in addition to the fingerprint check. Employees in this position are subject to updated background investigations every five years. Retention depends on a favorable suitability determination. Applicants must be U.S. citizens or eligible to work in the United States. Employees must use Electronic Fund Transfer (ETF) for payroll deposit.

The Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).

### **Notice to Applicants**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

### **Procedures for Applying**

Please use the link below to apply.

### **[HR Employment Application System](#)**

Complete the information fields and attach the following:

- Cover letter detailing your interest in the position
- Resume
- Three professional references
- Judicial Branch Federal Employment Application (AO78). The AO78 is located in the above link. Applicants for this position are REQUIRED to answer questions 18-20 on the AO78.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense. Virtual interviews may be considered on a case by case basis.

The United States District Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

**The United States District Court is an Equal Opportunity Employer**