



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



FINANCIAL SPECIALIST I

CL - 26 /27

Vacancy Announcement # 27-2

Salary Range: **\$57,498 - \$102,680**

Placement in the range depends upon education and experience.

Opening Date: **October 19, 2026**

Closing Date: **Open until filled.**

Early application encouraged.

Promotion Potential: CL-27 without further competition

This position is in the federal judiciary, not the executive branch, and therefore is not subject to the executive orders and DOGE mandates that apply only to the executive branch.

BENEFITS

- Accrual of paid vacation and sick leave days based on length of service.
- Eleven paid holidays during the year.
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking reimbursement).
- Available group life insurance.
- Telework (for qualified employees).
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

OVERVIEW: The United States District Court for the Northern District of Georgia is accepting applications for a Financial Specialist I to start in January 2027. The incumbent performs and coordinates accounting and financial activities, including processing financial transactions, reconciling assigned accounts, resolving discrepancies, preparing reports, supporting internal controls, and managing criminal debt in accordance with Judiciary policies and procedures. Complex or unusual matters are referred to the Financial & Budget Manager or Financial Specialist II.

This position has promotion potential to Financial Specialist II, CL-27. The incumbent may be eligible for promotion to CL-27 after one year at CL-26 without further competition, provided applicable qualification requirements are met, performance is satisfactory, and management approves the promotion. Promotion is not automatic.

REPRESENTATIVE DUTIES MAY INCLUDE:

- Independently maintain, review, and reconcile assigned financial accounts, records, and transactions. Research discrepancies and make corrections within established procedures.
 - Review payment vouchers, invoices, reimbursements, receipts, deposits, and other financial transactions and process them after confirming accuracy, proper authorization, supporting documentation, and accounting classification.
- Perform accounts payable and accounts receivable activities, monitor outstanding items, and work with court staff or outside parties to resolve discrepancies.

- Perform assigned criminal debt management activities, including processing restitution payments, maintaining records, reconciling accounts, and resolving routine discrepancies.
- Maintain and reconcile assigned Treasury deposit and registry accounts and related financial records.
- Prepare, update, and analyze financial reports and supporting schedules. Identify unusual balances, transactions, or trends and report findings to appropriate financial staff or management.
- Review assigned financial transactions for compliance with established policies, internal controls, and separation-of-duties requirements. Identify potential errors or control concerns and recommend corrections.
- Review travel authorizations and reimbursement vouchers, apply established travel requirements, and resolve discrepancies within assigned authority.
- Provide financial information and procedural assistance to judges, court staff, vendors, and other appropriate parties, and coordinate with finance staff to resolve questions involving assigned transactions.
- Assist with periodic and year-end reconciliations, financial reporting, and review of outstanding obligations and transactions.
- Maintain financial records and use applicable Judiciary financial systems, spreadsheets, and other automated applications to enter, retrieve, verify, and analyze financial information.
- Provide procedural guidance to staff on established financial processes and systems.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS:

Applicants must possess at least one year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience in or closely related to the work of the position that has demonstrated the particular knowledge, skills, and abilities necessary to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry, and report generation.

For this position, qualifying specialized experience should include progressively responsible financial, clerical, or administrative experience that has provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants who possess a bachelor's degree in accounting, finance, business administration, or a related field. Prior experience in federal or Judiciary financial operations is preferred, as is experience with automated financial systems and performing functions such as accounting, accounts payable, accounts receivable, reconciliations, travel, or financial reporting.

REQUIRED COMPETENCIES:

Applicants must possess strong organizational, analytical, and communication skills and demonstrate attention to detail and accuracy. Applicants must have the ability to exercise sound judgment, manage multiple assignments and deadlines, follow established policies and procedures, and communicate effectively both orally and in writing. Proficiency in the use of automated systems and standard office software is required. Applicants also must be able to maintain confidentiality and exercise discretion in handling sensitive financial information.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience.
- 3) Chronological resume including education, employment, and salary history.

Submit your completed package as a single PDF electronically to:
HR_GAND@gand.uscourts.gov

or via mail to:

United States District Court
Attn: Human Resources Manager,
Vacancy #27-2
75 Ted Turner Drive, SW
Room 2013
Atlanta, GA 30303-3338

All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

NOTICE TO APPLICANTS:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the clerk’s office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a five-year background investigation, with periodic updates every five years thereafter, and a credit check. The selected candidate also will be required to submit fingerprints for a criminal history check. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for judiciary employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally judiciary employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

The selectee for this position is subject to a criminal records check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present,

favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual’s date of hire.

ABOUT ATLANTA: Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams, including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

