

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT – NO. 26-05

Position:	Financial Technician
Location:	Lexington, Kentucky
Salary Range:	\$44,701 to \$61,207 (CPS CL-24/25) Starting salary usually in the low to middle portion of the range provided depending on qualifications and experience
Opening Date:	April 15, 2026
Closing Date:	Open Until Filled Preference given to applications received by May 15, 2026

Position Overview

The United States District Court for the Eastern District of Kentucky is accepting applications for a **Financial Technician**. This position performs and coordinates administrative, technical, and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with appropriate guidelines, policies, and internal controls. The incumbent will primarily perform accounts payable functions for monies disbursed by the Court; prepare, update, and analyze a variety of accounting records, financial statements, and reports; and oversee and assist with accounts payable and accounts receivable activities. This position involves extensive verbal and written communication with judicial officers, court staff, government agencies, attorneys, vendors, and the public.

Representative Duties

- Review, validate, and perform data entry of accounts payable documents related to court operations, as well as court-appointed attorney and expert service provider vouchers submitted pursuant to the Criminal Justice Act.
- Assist in processing vouchers and payments to Criminal Justice Act panel attorneys, jurors, and other similar vouchers. Receive, review, and prepare payment vouchers and enter data into the automated accounting system.

- 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 court.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed; review vouchers for payments related to expenses incurred by the court for appropriateness of payment; accept responsibility for files and documents related to the monetary aspects of case management.
- Answer telephones within the financial office; provide customer service, and/or direct callers to the appropriate individual within the court.
- Collaborate with IT staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Ensure compliance with internal controls, policies, and procedures.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Perform backup financial and accounting tasks and all other duties as assigned.

Minimum Qualifications

A high school diploma or equivalent is required along with two years of general experience and one year of specialized work experience in government or private sector, which provided a thorough understanding of administrative procedures, automated systems, and organization of a high-volume workflow. In addition, applicants must display a pleasant attitude and work well with others; be mature, responsible, reliable, discreet, and organized; have the ability to take initiative and the flexibility to work in a team-based environment where attention to detail and procedure are critical; be able to communicate effectively both orally and in writing with various audiences; and possess the ability to analyze problems and employ knowledge, skills, and abilities in the resolution of problems.

Specialized Experience

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 provide a knowledge of rules, regulations, and terminology of financial administration.

Preferred Qualifications

A bachelor's degree in a related field is desirable and may be substituted for general work experience. The ideal candidate should possess the following: knowledge of accounting procedures, reports, and automated equipment; ability to understand relationships among accounts, reconcile accounts, recognize errors and their probable causes and the impact of proposed actions and/or recommend alternatives; knowledge of internal controls; skill and accuracy in data entry, math, and working with numerical transactions; and skill using financial accounting software packages and Microsoft Excel to track and record accounting transactions.

Benefits

For more information on benefits available to you as an employee of the Federal Judiciary, please review the extensive benefits section of the United States Courts website at

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment

The position is an excepted appointment subject to background investigation, and all appointments are provisional upon a favorable suitability determination. The position is eligible for federal benefits. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. All appointments are subject to mandatory electronic funds transfer for payment of net pay. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace.

Application Procedures and Additional Information

To apply, please submit a cover letter, resume, contact information for three references, and salary history to: hr@kyed.uscourts.gov

This documentation should be consolidated into a single electronic file in pdf format and attached to the email. **INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN A SINGLE PDF FILE MAY NOT BE CONSIDERED.**

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

Only applicants selected for interview will be contacted. No phone calls please.