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CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT DISTRICT OF PUERTO RICO

Vacancy #: 26-01

Position:	Financial Specialist
Position Type:	Full-time
Classification Level:	CL-26 with promotion potential to the CL-27 without further competition
Salary Range:	\$54,372.00 - \$97,098.00 + 2.49% Cost of Living Allowance
Open Date:	Wednesday, February 4, 2026
Closing Date:	Open until filled with preference given to applications received by March 2, 2026

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

POSITION OVERVIEW:

The Office of the Clerk of the United States District Court for the District of Puerto Rico is now accepting applications for a Financial Specialist position. This position is located in the Finance Division of the Clerk's Office and reports directly to the Financial Manager.

The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to the court's financial and accounting activities, including ensuring compliance with applicable guidelines, policies, and internal controls. The incumbent performs accounts payable and accounts receivable duties, reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls.

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to the following:

- Adhere to internal controls for receipting, disbursement, transfer, and recording of monies. Ensure compliance with internal controls, policies, and procedures.
- Assist in maintaining, reconciling, and reviewing accounting records, including the cash receipts journal, registry and deposit funds, and subsidiary ledgers. Perform basic accounts payable and accounts receivable duties. Use accounting software to record, store, and track financial records.
- Assist in preparing, updating, examining, and analyzing a variety of regular and non-standard reports as requested by court units, the Administrative Office of the U.S. Courts, the U.S. Treasury, financial institutions, or other organizations or agencies.
- Review, evaluate, and verify the accuracy of invoices. Process payments in the court's financial system, including vendor payments, jury payments, and case-related disbursements.
- Assist with processing victim restitution payments. Maintain restitution ledgers and ensure timely payments to victims.
- Review centrally billed accounts for accuracy, reconcile them, and submit for payment.
- Assist with reviewing and processing travel authorizations, travel vouchers, and travel advance requests from judges and staff.
- Assist in developing, evaluating, and implementing policies, procedures, and protocols related to the district's financial operations.



CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States of America or be eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review by applicants upon request.

Employment will be considered provisional pending the successful completion of an FBI Fingerprint Background Check.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.

This position is subject to mandatory EFT participation for payment of net pay.

Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

- Perform daily cash-out reconciliations and prepare cash, check, and electronic payment deposits for submission to the local banking institution, ensuring adherence to accuracy standards and cutoff deadlines.
- Conduct compliance reviews to ensure adherence to policy, internal controls, and accounting principles prescribed or permitted by the Administrative Office of the U.S. Courts. Prepare documentation identifying findings and develop written recommendations for necessary changes.
- Performs any other duties assigned by the Financial Manager.

QUALIFICATIONS

To qualify for this position, the candidate must possess a bachelor's degree in accounting, finance, or a business-related field from an accredited college or university, and have a minimum of two years of specialized experience.

Specialized Experience

Progressively responsible clerical or administrative work that provides knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting. This experience must include the routine use of automated financial and accounting systems or other computer-based applications such as word processing, spreadsheets, or databases.

PREFERRED QUALIFICATIONS

- Ability to communicate effectively both orally and in writing in the English language is critical;
- Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential;
- Ability to maintain confidentiality and use sound judgment;
- Professional demeanor and strong work ethic; and
- Must be proficient in Microsoft Word and Excel, and other computer applications.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

1. **Application for Judicial Branch Federal Employment-** Form AO78, available on our website www.prd.uscourts.gov;
2. **Cover Letter** stating the reasons for your interest in the position; and
3. **Resume** detailing all relevant experience, education, and skills.

You must submit ALL required documents **as a single PDF document** to vacancies@prd.uscourts.gov.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter and on the subject line of your e-mail. Incomplete packages will not be considered.

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice.

False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

TELEPHONE CALLS WILL NOT BE ACCEPTED.