



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI

Vacancy Announcement #2016-03

Position: Financial Specialist

Salary: CL 27 (\$47,390 - \$77,030) Based on qualifications.

Location: Aberdeen, Mississippi

Opening Date: September 7, 2016

Closing Date: Applications must be received by 5:00 pm (CST) on September 23, 2016.

Starting Date: Applicant must be available to assume office on October 17, 2016.

Position Overview:

The United States Bankruptcy Court for the Northern District of Mississippi is accepting applications for the position of Financial Specialist. The Financial Specialist performs and coordinates administrative, technical, and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The Financial Specialist reports to the Clerk of Court. The Financial Specialist prepares, updates, and analyzes a variety of accounting records, financial statements and reports, oversees accounts payable and accounts receivable activities, and ensures the accuracy and accountability of monies received and disbursed. The Financial Specialist makes recommendations regarding procedures for improvements and assists with policy development regarding financial matters.

Representative Duties and Responsibilities Include:

- Record, track, manage, and report financial data using automated financial management systems, accounting software, and spreadsheets.
- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution throughout the court/office.
- Perform reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other

fiscal records. Review and/or perform accounts payable and accounts receivable duties and ensure 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, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies.
- 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. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- 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 case management tools. Assist and train other court employees in the use of these systems and tools.
- Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Perform other duties as assigned.

Minimum Qualifications:

- High school diploma or GED.
- CL 27 placement requires two years specialized experience, including at least one year equivalent to work at the CL 25.
- Experience in the functional areas of financial management and administration (such as budgeting, accounting, auditing or financial reporting) that illustrates knowledge of rules, regulations, and terminology of financial management.
- Ability to utilize automated systems and software for data entry and report generation.
- Ability to demonstrate strong analytical skills, as well as effective verbal and written communication skills.
- Ability to perform detailed-oriented tasks while working independently.

Preferred Skills/Qualifications:

- Bachelor's Degree from an accredited college or university.
- Proficiency with spreadsheet software such as Microsoft Excel, as well as with automated financial systems such as JFinSys, FAS₄T, JIFMS, or other equivalent.
- Experience performing financial management functions for the federal judiciary or other governmental entity.

Benefits:

The Federal Judiciary offers a comprehensive benefits package (including paid vacation, sick leave, and holidays; participation in federal health benefits, life insurance, and retirement programs).

Applicant Information:

Interviews will be held in Aberdeen, Mississippi and travel expenses cannot be reimbursed. Only the most qualified applicants will be considered for this position. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts. An individual may be hired provisionally, pending successful completion of the necessary records checks. All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be U.S. citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date indicates.

Application Procedure:

Submit **one document in PDF format** via e-mail to MSNB_Jobs@msnb.uscourts.gov that includes the following:

- A cover letter;
- A resume that details experience and qualifications;
- A completed AO 78, Federal Judicial Branch Application for Employment (available on the court’s website at <http://www.msnb.uscourts.gov/sites/msnb/files/AO078.pdf>); and
- Contact information for three professional references.

Only electronic application documents will be reviewed for consideration. Applicants who fail to submit all required documentation or who submit application materials through any other means other than as provided above will not be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer