



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION:	Financial Administrator
ANNOUNCEMENT:	21-01
LOCATION:	Greensboro, NC
CLASSIFICATION LEVEL/SALARY:	CL/27 – CL/28 (\$51,709 - \$100,739) <i>Depending on experience and qualifications</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by October 31, 2021.</i>

POSITION DESCRIPTION

The Clerk's Office of the United States Bankruptcy Court for the Middle District of North Carolina is accepting applications for the position of Financial Administrator. The Financial Administrator is an employee of the clerk's office, whose duty station is in Greensboro, N.C. This position functions as a combined position of financial, accounting, procurement, and assists in budget duties.

The position will perform and coordinate administrative, analytical, technical, and professional work related to financial, accounting, budgeting, and procurement activities of the court. Responsibilities include the safekeeping, depositing, accounting, reporting of court monies, overseeing the bank deposit procedures, and preparing, updating, and analyzing a variety of accounting records, financial statements, and budget reports.

The Financial Administrator ensures the court's compliance with internal controls, and regulations affecting financial, procurement, and budget processes and their interaction with other court processes. The position will involve some travel.

REPRESENTATIVE DUTIES

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

- Formulates, evaluates, and implements policies, procedures, and protocols related to financial, procurement and budgetary operations and execution within the unit and court. Advises managers, executives, or judges on court financial, procurement, and budget matters and serves as project manager on special financial or procurement initiatives.

- Maintains, reconciles, and analyzes accounting records, consisting of cash receipts journal, registry fund and deposit fund, as well as subsidiary ledger for allotments and other fiscal records. Oversees cash register reconciliation and bank deposit. Ensures accuracy and accountability of monies received and disbursed by the court. Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Prepares and analyzes a variety of reports, including the monthly Statement of Accountability and Transactions (AO274) for the Clerk's Office, and other reports as needed for the Administrative Office, and various outside agencies.
- Designs, develops, and maintains spreadsheets for analyzing financial information for the court.
- Procures supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing. Demonstrates the ability to obtain and maintain a Level 3 Contracting Officer Certification Program certification.
- Assists with development and management of the annual budget plan for court unit activities. Researches, compiles, and summarizes data concerning individual budget object codes and obtains information needed for formulation of estimates.
- Ensures the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles.
- Processes all transactions for Unclaimed Funds including cash receipts, disbursements and transfer of funds held more than 5 years.
- Reviews vouchers for payments related to expenses incurred by the court for appropriateness of payment.
- Collaborates with IT staff to develop or customize programs or systems to assist with finance, procurement, budget and accounting transactions and record-keeping.
- Other duties as assigned.

QUALIFICATIONS

To be considered for this position you must hold a bachelor's degree from an accredited institution majoring in Accounting/Finance or relevant field. At least two-years specialized experience is required that included progressively responsible administrative, technical, and/or professional experience that provided an opportunity to gain:

- Skill and ability to develop effective working relationships with staff, colleagues, customers, and all stakeholders.
- The ability to exercise mature judgement.
- Knowledge of the basic concepts, principles, and theories of accounting, finance, procurement, and budgeting with the ability to understand the policies applicable to the court unit involved.
- The applicant must possess strong organizational, planning, problem-solving, math and analytical skills along with a high level of proficiency and technical skills in Adobe Acrobat, Microsoft Word, and Microsoft Excel.
- The applicant should have excellent grammar, written, and oral communication skills as well as excellent customer service skills and the ability to maintain confidentiality.

PREFERRED QUALIFICATIONS

- CPA preferred.
- Court experience, knowledge of accounting, and legal terminology is highly desirable.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

INFORMATION FOR APPLICANTS

The United States Bankruptcy Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States Bankruptcy Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. A valid driver's license is required.

TO APPLY:

Submit resume, a completed Application for Federal Employment ([Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](#)), and a cover letter (all in PDF format) stating the reasons for your interest in the position to: Employment@ncmb.uscourts.gov.

*Travel and relocation expenses will not be reimbursed.

The United States Bankruptcy Court is an Equal Opportunity Employer.