



**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama**

VACANCY ANNOUNCEMENT # 2022-02

POSITION: Financial and Budget Administrator
Permanent Full Time Position

LOCATION: Mobile, Alabama

STARTING SALARY: Court Personnel System CL 26 step 1 (\$48,190) to CL 28 step 25 (\$79,363) depending on experience and qualifications
Promotional potential to CL 28 without further competition
Electronic Funds Transfer (EFT) for payroll deposit is required.

OPENING: November 1, 2022
Open until filled. To ensure consideration, resumes must be received by November 15th.

The United States Bankruptcy Court for the Southern District of Alabama is seeking qualified applicants who are self-motivated with excellent interpersonal skills and a strong work ethic for a full-time Financial and Budget Administrator. This is a High Sensitive position and as a condition of employment, the selected applicant must successfully complete a ten-year background investigation with periodic updates every five years thereafter.

POSITION OVERVIEW:

This position is located in the administrative section of the U. S. Bankruptcy Court and reports to the Chief Deputy and the Clerk of Court. The incumbent performs and coordinates administrative, technical, and professional work related to financial, accounting, procurement and budgetary activities of the Clerks Office, including compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent is responsible for the formulation of the annual Clerk's Office budget and associated spending plan, develops policy regarding budgetary matters, maintains oversight of funding allotments and associated spending, and recommends appropriate adjustments as required. The Financial and Budget Administrator prepares, updates, and analyzes a variety of accounting records, and budget reports; oversees and performs accounts payable and receivable activities; and develops recommendations regarding procedures for improvements.

REPRESENTATIVE DUTIES:

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to financial and budget plan execution for the Clerk's Office. Maintain/update the Clerks Office's Court Unit Budget Organization Plan (CUBOP). Advise unit executives and management on financial and budget matters. Provide guidance and assistance to other units within the district on financial or budget matters.

- Assist in the management and oversight of day-to-day accounting and financial functions of the court. Maintain, reconcile, and analyze accounting records, including the cash receipts journal, registry funds and deposit funds, as well as subsidiary ledgers and other fiscal records. 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 court unit, Administrative Office of the United States Courts, The Department of Treasury, financial institutions, or other organizations/agencies. Design, develop and maintain spreadsheet formats and programs of analyzing financial information for the court.
- Develop the Bankruptcy Court's annual spending plan and identify amounts required to maintain basic mandatory operations, as well as amounts needed to support desired enhancements.
- Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities.
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Prepare and electronically submit the unit's Electronic Status of Funds, AO274 Preliminary and Final, AO274S, AO183, AO183A, and AO183B reports on a monthly basis, as required. Maintain approved reports and any supporting documentation in a chronological file by fiscal year.
- Enter allotments or any adjustments to allotments into Judiciary Integrated Financial Management System (JIFMS) and the unit's Status of Funds Report. Enter reprogramming transactions to move funds from one BOC to another within a fund or from one fund to another in both the financial system and the Status of Funds Report.
- Develop a variety of reports based on historic and current data, including statistics on the Clerk's Office's spending patterns, expense projections, and similar information. Research and analyze financial budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and prepare written correspondence, as required.
- 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 and update the Clerk's Office Internal Controls Manual and coordinate audit activities. Work with auditors on cyclical and internal audits and provide recommendation and follow-up, if needed.
- Act as program coordinator for the Clerk's Office purchase and government travel cards.
- Prepares travel authorizations, obligates funds, and issues reimbursements for any and all court related travel
- Perform other related duties as required.

QUALIFICATIONS:

Mandatory qualifications: To qualify for the position of Budget and Finance Administrator, applicant must be a United States citizen or eligible to work in the U.S., and must be a high school graduate (or possess the equivalent certification). To qualify for CL 27, applicant must have a minimum of two years specialized experience, including at least one year of specialized experience equivalent to the work of the next lower job classification. To qualify for CL 28, applicant must have a minimum of two years specialized experience, including at least one year of specialized experience equivalent to the work of the next lower job classification.

Specialized experience: Progressively responsible experience in at least one but preferably two or more functional areas of financial management and administration such as budgeting, accounting, procurement, auditing, or financial reporting that provides a knowledge of rules, regulations, and terminology of financial administration.

Required Job Related Knowledge, Skills and Abilities: Must be able to demonstrate knowledge of the overall fiscal reconciliation process and knowledge of standards and objectives of internal controls. Skill in preparing financial reports and reconciling accounts. Applicant must be familiar with a variety of automation software applications such as, but not limited to: Microsoft Word, Excel, Adobe, etc. Applicant must be able to demonstrate excellent written and oral communication skill sets; have the ability to apply a body of rules, regulations, directives and laws; and be mature, responsible, organized, meticulous and able to multi-task, work well independently and maintain confidential information.

DESIRABLE QUALIFICATIONS/COMPETITIVE FACTORS:

Preference will be given to applicants with knowledge of or experience in one or more of the following areas: (1) budget/financial management; (2) familiarity with budget, finance, and procurement functions at a federal court setting; and (3) experience with the following software applications: Judiciary Integrated Financial Management Systems (JIFMS)

PERSONAL CHARACTERISTICS:

A successful candidate must have a positive attitude, unquestioned integrity, tact, good judgment, initiative, problem solving and analytical skills, professional demeanor and appearance, ability to clearly communicate financial information, and flexible for change. The candidate must also be able to multi-task and work in a team-based environment and diverse settings, and independently require minimal supervision.

APPOINTMENT/POSITION TERM:

The appointment will be subject to continued federal funding. The position will be considered a “provisional appointment” until the successful completion of the background investigation.

BENEFITS:

Employees of the U.S. Bankruptcy Office are Excepted Appointments and not included in the government’s competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to employees, which includes: health insurance, life insurance, dental and vision insurance, long term care and long term disability, and flexible spending benefits; eleven (11) paid federal holidays; annual and sick leave, retirement; and Thrift Savings Plan, similar to a 401K plan.

APPLICATION PROCESS:

Submit an application package which is to include: a cover letter of interest which addresses skills and experience, the official AO 78 Application Form and a current resume. To obtain the forms and additional information, visit "Employment" at <https://www.alsb.uscourts.gov/employment-0>.

How to Apply: Qualified applicants should submit a letter of interest, resume and AO 78 as a **single** pdf document to: rachel_pomerat@alsb.uscourts.gov.

Only those applicants considered for interview will receive further notification in writing. Testing, interview-related travel expenses and any relocation expenses must be paid by the applicant.

The U. S. Bankruptcy Court reserves the right to amend or withdraw any announcement without written notice to applicants.

AN EQUAL OPPORTUNITY EMPLOYER