



VACANCY ANNOUNCEMENT

United States Bankruptcy Court for the Western District of Virginia

VACANCY # 2019-01

POSITION: Financial Specialist I

POSTING DATE: August 16, 2019

TYPE: Full-Time

Duty Station: Roanoke, VA

SALARY RANGE: \$45,321 - \$73,637 (CL 26)*

*Starting salary dependent upon qualifications and experience. Promotion potential to CL 27 without further competition.

CLOSING DATE: Position will remain open until filled, with priority given to applications received by September 6, 2019.

Check the status of this position at www.vawb.uscourts.gov/employment-opportunities

POSITION OVERVIEW

The United States Bankruptcy Court for the Western District of Virginia is accepting applications for a full-time, permanent Financial Specialist. The Financial Specialist performs and coordinates administrative, analytical, technical and professional work related to the financial and accounting activities of the court. The incumbent ensures the court's compliance with internal controls and regulations affecting financial processes and their interaction with other court processes. The Financial Specialist prepares, updates, and analyzes a variety of accounting records, financial statements, and reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding financial procedure improvements; and assists with policy development regarding financial matters.

REPRESENTATIVE DUTIES

- Maintain, reconcile, and review accounting records consisting of the cash receipts journal, registry funds, deposit funds, and unclaimed funds as well as subsidiary ledgers and other fiscal records. Perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Perform reconciliation of monies deposited, transferred, and disbursed by the court.
- Prepare and complete mid-month, month end, fiscal year end, and calendar year tasks related to the court's financial reporting activities.
- Receive, review, and process travel authorizations, requisitions, purchase orders, payment vouchers, and budget reprogramming actions. Check figures, postings, and documents for correct entry, mathematical accuracy, proper codes, and conformance with court policy. Communicate with individuals to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store,

- process, and track information.
- Coordinate work efforts with other deputies performing financial activities such as receipting, end of day collections, and deposit preparation.
 - Troubleshoot various issues that arise from the receipting and disbursing of funds. Carry out necessary transactions within the various systems involved in the treasury cycle. Use systems to research issues, perform reconciliations, and fulfill reporting needs.
 - Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
 - Comply with guidelines, procedures, and policies established by the Administrative Office of the U.S. Courts and the court unit. Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies.
 - Assist with reviews to ensure compliance with the Guide to Judiciary Policy, internal controls, and generally accepted accounting principles. Give advice and explain requirements of the Guide to Judiciary Policy as they relate to proper disbursement, transfer, recording and reporting of monies.
 - Responsible for files and documents related to the monetary aspects of bankruptcy case management.
 - Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- Two years of specialized experience, including at least one year equivalent to work at the CL 25 level. Specialized experience is: progressively responsible clerical or administrative work experience which provides knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involves the routine use of automated financial and accounting systems or other computer-based systems and applications.
- Proficiency in computer software and hardware, internet applications, and Windows operating systems required.
- Experience in database applications combined with excellent computer proficiency, including the ability to learn the court's software programs, toggle between various open software programs, work with electronic files and folders, and use various computer applications/software and office equipment.
- Ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for data entry and report generation and analysis.
- Ability to consistently demonstrate sound ethics and judgment and have excellent written and verbal communication skills. Accurate data entry skills, excellent proofreading skills, and the ability to adhere to stringent deadlines.

PREFERRED QUALIFICATIONS

- Three years or more of experience in a finance or accounting-related field.
- Federal government experience in finance or accounting, to include auditing or internal controls.
- In-depth knowledge of *The Guide to Judiciary Policy* and federal judiciary financial applications.

CONDITIONS OF EMPLOYMENT

- Applicants must be United States citizens or eligible to work in the United States.
- This is a high-sensitive level position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigations will be required every five years thereafter.
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at: www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies
- Judiciary employees are considered "at will" employees and can be terminated with or without cause.
- Electronic Funds Transfer (EFT) for payroll deposit is required.

- Occasional travel both within the district and outside the district will be required.

BENEFITS

The Federal Judiciary offers a number of exceptional benefits including paid annual and sick leave, 10 paid holidays per year, health and life insurance, vision and dental insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching), long-term care insurance, and participation in the Federal Employees Retirement System. Additional information on benefit programs can be found at www.uscourts.gov/careers/benefits.

APPLICATION PROCEDURES

Email the following list of required application documents to vawb_careers@vawb.uscourts.gov and reference Vacancy #2019-01 in the subject line. Documents must be submitted in a **single PDF file** in the following order:

1. Cover letter:

- Reference job vacancy number # **2019-01** and include an email address in your contact information

2. Chronological resume which includes:

- Education, work history, names and addresses of current and prior employers, dates of employment, work performed, significant accomplishments, three to five references

**3. Application for Judicial Branch Federal Employment (Form AO 78) available at:
www.uscourts.gov/forms/AO078.pdf**

- All sections of the application must be completed. Description of Work sections must list pertinent information. Do not type “see resume”.
- After completing the form, please ensure the content you provided is saved properly and the form is not blank when you submit with your application documents.

The United States Bankruptcy Court for the Western District of Virginia is an Equal Opportunity Employer