

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF CALIFORNIA

Job Title:	Financial Administrator	CL-28
Occupational Group:	Professional Administrative	

Job Summary

The Financial Administrator ensures the court's compliance with internal controls and regulations affecting financial processes and their interaction with other court processes (compensating controls). The Financial Administrator 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 procedures for improvements, and assists with policy development regarding financial matters. The incumbent oversees the work of financial support staff. This position is in the bankruptcy clerk's office.

Representative Duties

- Maintains, reconciles and analyzes accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Develops and maintains a system to provide for appropriate investment of registry funds. Posts collateral for monies deposited in excess of Federal Deposit Insurance Corporation limits.
- Develops and maintains procedural manuals for financial procedures in the court.
- Reviews vouchers for payment of appropriated funds related to various expenses incurred by the court and court staff for appropriateness of payment. Reviews vouchers for payment of non-appropriated funds such as, Trustee payments, Unclaimed funds, Interpleader funds, and Refunds.
- Disburses funds to pay various accounts payable.
- Performs reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepares documents to identify findings and develop written recommendations for changes. Develops and maintains a system of internal controls and coordinates audit activities.
- Prepares and analyzes a variety of reports for the clerk's office, the Administrative Office, and various outside agencies.
- Drafts orders of payment and/or deposit for clerk's or judge's signature. Drafts orders for case dismissal due to non-payment of fees.
- Manages and supervises staff, clarifies roles and responsibilities, establishes performance expectations and provides support in meeting performance expectations. Prepares and maintains written documentation and evaluates employee work performance.
- Develops and/or accepts recommendations from staff to increase productivity or quality.
- Ensures current knowledge and support of court policies, procedures, directives, etc. Assures employees' understanding of policies and procedures of the organization as a whole. Utilizes court policies when addressing issues.
- Hears and resolves complaints, assist with personnel problems when possible, and effect disciplinary actions when required.
- Collaborates with the other members of the Management team on organizational issues and decisions.
- Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Reviews vouchers for payments related to expenses incurred by the court for appropriateness of payment.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**Court Operations**

- Extensive knowledge of accounting practices and procedures. Thorough knowledge of automated accounting systems. Thorough knowledge of laws and regulations relating to appropriateness of payment. General knowledge of court operations and functions. Ability to communicate effectively both orally and in writing. Ability to analyze financial operations and develop recommendations for improvements.

Judgment and Ethics

- Extensive Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and advise filers of errors. Ability to communicate with parties and answer procedural questions without providing legal advice.

Information Technology and Automation

- Skill in typing and use of word processing equipment. Knowledge of requisite court computer programs. Ability to use office equipment. Skill in using a cash register. Skill in using automated systems and equipment to manage case, and review dockets and documents.
- Skill in the use of automated equipment including word processing, spreadsheet, and database.

Factor 2 – Primary Job Focus and Scope

Financial Administrators perform accounting and financial management activities and ensure the accountability of funds collected, deposited, distributed, and disbursed. Incumbents ensure the accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies. The work impacts on the efficiency, timeliness, legality and integrity of the clerk's office financial operations. In addition, the incumbent's work reflects on the court with vendors and outside agencies in such areas as the timely payment or processing of vouchers. Errors could lead to legal action against the court, or personal liability for the clerk or the incumbent.

Factor 3 – Complexity and Decision Making

Financial operations are governed by a set of intricate rules and regulations. In addition, the accounting field changes constantly. It is difficult to maintain accurate records for a variety of accounts. Incumbents routinely analyze and review complex transactions and activities, resulting in recommendations regarding policies, procedures, and internal controls used by the court. Financial Administrators perform complex accounting forecasting work, requiring in-depth knowledge of court operations, policies, and court processes as a whole.

Incumbent receives general guidance concerning overall objectives. Written guidelines include regulations and procedures established by the Administrative Office, the U.S. Treasury Department, and the local court. Within these parameters, incumbent has moderate latitude to accomplish work. The clerk of court has the ultimate responsibility for the integrity of the financial operations of the court, and therefore, is consulted if significant problems arise.

Factor 4A – Interactions with Judiciary Contacts

Within the clerk's office, incumbent has contact with judges, court managers, and employees in order to ensure sound financial operations of the clerk's office. Incumbent also has contacts with property and procurement personnel to ensure proper processing or payment of vouchers.
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Factor 4B – Interactions with External Contacts
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Outside the court unit, incumbent deals with judges to provide information and advice; individuals at the Administrative Office to get advice and assistance; other federal agencies to furnish information; local and national banks for deposits; and the general public to furnish information or provide refunds fee payments and unclaimed funds.
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Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Some lifting may be required.
