



FINANCIAL ADMINISTRATOR

U.S. Bankruptcy Court Southern District of California

Salary: CL-28 \$65,065 - 105,731 (depending on qualifications).
Posting Dates: Wednesday, March 20, 2019 - Friday, April 12, 2019.

The United States Bankruptcy Court in San Diego is seeking highly qualified candidates for the full-time position of Financial Administrator. 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 Financial Administrator position is located in the clerk's office and oversees the work of the financial specialist.

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.

Qualifications

To qualify for the position of Financial Administrator, an applicant must have a high school diploma or equivalent. Three years general work experience. Two years full-time progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration. Candidate must possess exceptional communication skills since frequent contact is with a wide variety of individuals within and outside the Judiciary. Preference will be given to applicants with a completed bachelor's degree.

Employee Benefits

Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 10 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Federal Employees Life Insurance;
- Federal Employees Retirement System;
- Tax deferred retirement savings and investment plan under the Thrift Savings Plan;
- Long-Term Care Insurance Program;
- Flexible Spending Program;
- Commuter Benefit Program (dependent on fiscal year funding);
- Continuing Education Assistance Program (dependent on fiscal year funding).

Please visit <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

Information for Applicants

- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter.
- Applicants must be U.S. citizens or eligible to work in the United States.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

How to Apply

Submit your cover letter and resume through the court's website by **FRIDAY, April 12, 2019** at:

<http://racer.casb.uscourts.gov/hr/finadmin.aspx>

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

Vacancy Announcement: 19-01

The United States government is an equal opportunity employer.