



FINANCIAL AND BUDGET ADMINISTRATOR

U.S. Bankruptcy Court Southern District of California

Salary: CL-27/28 \$59,654 – \$116,237 (depending on qualifications).
Promotional potential to the CL 29, without further competition.

Posting Dates: Open until filled; Preference given to those who apply by Friday, May 20, 2022.

The United States Bankruptcy Court in San Diego is seeking highly qualified candidates for the full-time position of Financial and Budget Administrator. The Financial and Budget Administrator ensures the court's compliance with internal controls and regulations affecting financial processes and their interaction with other court processes (compensating controls). This position will administer and coordinate all work related to financial, accounting, and budgeting activities of the court. The Financial and Budget 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. 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. Processes and pays bills and invoices incurred in court units Uses accounting software (JIFMS and JFinSys) and systems to record, store, and track information.
- Administers Pay.gov process.
- 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.
- 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.
- Prepares spreadsheets and maintains databases to track certain expenditures. Identifies and maintains lists of vendors and sources of supply for goods and services. Reviews, evaluates, verifies, and processes invoices and payment requests.
- 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.
- 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.
- Performs all functions as the court purchase card coordinator.
- Prepares annual spending plan and monitors the court's budget. Monitors spending to identify problem areas. Manages the financial or budgetary daily operations and plans for the court unit. Collaborates with members of the management team on budget and organizational issues.
- Collaborates with the other members of the Management team on organizational issues.

Qualifications

To qualify for the position of Financial and Budget Administrator, an applicant must have:

- a high school diploma or equivalent.
- Three years general work experience.
- Two years full-time progressively responsible experience in a related field.
- 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;
- 11 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 and/or Roth 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);

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 as one consolidated document by email to hr_casb@casb.uscourts.gov preference given to those who apply by **FRIDAY, May 20, 2022.**

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: 22 - 05

The United States government is an equal opportunity employer.