



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF INDIANA

FINANCIAL SPECIALIST
Part Time
(up to 65 hours)

Vacancy # 18-01

Location: Indianapolis, Indiana
Opening Date: December 8, 2017

Appointment: Part Time
Closing Date: December 29, 2017

Starting salary: CPS CL 26/27*
\$44,141 - \$60,623
(*Dependent upon qualifications and experience)

POSITION SUMMARY

The United States Bankruptcy Court is accepting applications for a part time financial position in its Indianapolis office. The position reports to the Financial Supervisor. The Financial Specialist assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs basic accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls.

DUTIES AND RESPONSIBILITIES

- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review less complex vouchers for payments related to expenses incurred by the court for appropriateness of payment. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist in training other financial clerks in the use of financial systems and tools.
- Process and pay bills and invoices incurred in court unit. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes. Communicate with individuals in court units 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, and track information.
- Coordinate work efforts with other financial deputies in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for this position, the applicant must be a high school graduate and possess two years of general clerical, office, or other work that demonstrates the possession of, or, the ability to acquire the particular knowledge and skills needed to perform the duties of this position. College education may be substituted for general experience. In addition, CL26 level requires two years of specialized experience, and CL27 three years of specialized experience, as defined below.

Specialized Experience. 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 provides knowledge of rules, regulations, and terminology of financial administration. Requires experience in budget administration and organizational internal controls. Requires knowledge and experience using automated financial systems to perform day-to-day activities. Requires familiarity with internal controls related to cash handling. Proficiency with Excel spreadsheet software is required. Experience and skill in use of automated equipment including spreadsheet, word processing, and database applications is essential.

Preferred Experience. Preference will be given to applicants who possess a Bachelor's degree or advanced degrees in accounting or a related field; accounting experience in a financial/banking setting or with financial/asset management; government financial office experience.

Background Investigation. This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination.

PERSONAL CHARACTERISTICS

Candidate must possess excellent communication and interpersonal skills, maturity and judgment. Attention to detail is critical. Being a team player and being flexible in a changing environment are essential characteristics.

BENEFITS AND HIRING

The United States Bankruptcy Court offers benefits to employees which include:

- 10 paid holidays per year
- 13-26 paid vacation days per year Paid sick leave
- Health, dental, vision and life insurance options Long-term care insurance
- Flexible spending accounts for medical/dependent care
- Thrift savings (retirement) plan with employer matching

The United States Courts are part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have EXCEPTED service appointments. They are at-will employees appointed by the Court Unit Executive, and can be terminated with or without cause by the Court.

PROCEDURE FOR APPLYING

Submit a resume to the address below by the close of business on **Friday, December 29, 2017.**

E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

HRDept@insb.uscourts.gov

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