

**United States Bankruptcy Court
Northern District of Ohio**



Vacancy Announcement #20-04

Position: Financial Specialist

Location: Cleveland, Ohio

Salary Grade: CL 26 (\$48,558 - \$78,932)

Position Type: Full Time, Permanent

Opening Date: 11/06/2020

Closing Date: 11/20/2020 for priority consideration, open until filled.

The United States Bankruptcy Court for the Northern District of Ohio has an opening for a full-time Financial Specialist in the Clerk's Office in Cleveland, Ohio. The Financial Specialist performs and coordinates administrative, technical and professional work related to financial and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The Financial Specialist prepares, updates, and analyzes a variety of accounting records, financial statements, and reconciliations; prepares distribution of funds; and prepares reports by specified deadlines. The Financial Specialist is responsible for a variety of duties within the Administrative Services area, including maintaining the cash receipts journal, reconciling account balances, preparing disbursements, and other financial support. The Financial Specialist consults with national judiciary offices regarding compliance and interpretation of financial regulation.

This position reports to the Financial Operations Supervisor, and coordinates with internal court staff and managers, chambers staff, attorney offices, and other federal agencies.

Representative Duties:

- Ensures accuracy of funds receipted to the court by reviewing and reconciling cash register and payment records, cash receipts journal, and data from court and judiciary financial systems. Researches and analyzes discrepancies, correcting as authorized by management or policy.
- Maintains, reconciles, and reviews accounting records, to ensure accuracy of registry and deposit fund balances, including control and subsidiary ledgers.
- Prepares, updates, examines, and analyzes a variety of scheduled reports as required, and non-standard reports as requested, by the court, the

Administrative Office, U.S. Treasury, or other organizations/agencies.

- Designs, develops, and maintains spreadsheets and programs for analyzing financial information.
- Ensures that appropriate controls are followed for the recording, transfer, reporting, and disbursement of monies.
- Maintains files and documents related to the financial aspects of case management. Prepares entries within the case management system pertaining to monetary transactions and payments.
- Prepares disbursements within the financial system, by reviewing the cash receipts journal, case management records, and court orders.
- Assists in updating financial procedural and policy manuals by reviewing sections pertinent to job function and providing recommendations.
- Assists other court employees in the use of financial systems and tools.

Required Qualifications:

- Ability to prioritize tasks and work assignments.
- Must possess excellent communication skills, both oral and written.
- Have experience in the use of automated equipment including word processing, spreadsheet, and database applications; as well as financial and accounting systems.
- Accuracy and attention to detail are essential skills for this position.
- Must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, and customer service skills.
- Be able to research and apply policies to practical procedures, to ensure compliance.
- Possess knowledge of accounting principles, and an understanding of separation of duties.
- Must have a bachelor's degree from an accredited institution in a related field such as accounting, finance, or business.
- Minimum of one year of applicable professional experience.

Preferred Qualifications:

- Prior financial experience in a federal agency, court, or legal setting is preferred, but not required.
- Experience with a variety of financial systems or applications is desirable.

Starting Salary:

Starting salary commensurate with salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts.

Conditions of Employment:

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits:

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 10 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (per year after three years)
- 26 Days Paid Vacation (per year after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance

Application Process:

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at <https://opportunities.ilnb.uscourts.gov/employment/appform.cfm?ref=l4gsd9zw&pos=20-04>

A full application packet consisting of a letter of interest, detailed résumé, list of three professional references, and a completed AO-78 Application for Judicial Branch Federal Employment, must be received by 11:59 PM on the announcement closing date for priority consideration. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

This agency provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer