

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 15-02

**Financial Specialist I
Dallas, Texas
Closing Date: Open Until Filled
Salary: \$40,520 – \$72,553 (CL 25/26)***

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. This is a full-time permanent position with promotion potential up to CL 26 without further competition.

PRIMARY RESPONSIBILITIES:

The primary focus of this position is to perform accounting and financial management activities and ensure the accountability of funds collected, deposited, distributed, and disbursed. The position is responsible for ensuring the accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the court unit executive, the circuit executive, and the employee. The position is located in Dallas and reports to the Financial Specialist II.

REPRESENTATIVE DUTIES:

- Assists with the maintenance, reconciliation and analysis of accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Reviews and performs accounts payable and accounts receivable duties. Assists with processing of orders directing disbursement, deposit or other disposition of court funds.
- Assists with the preparation of a variety of regular and non-standard reports as requested by the court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies.
- Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.

- Reviews invoices and vouchers for expenses incurred by the court and court staff for appropriateness of payment; prepares payment vouchers; and inputs the vouchers into the FAS4T automated accounting system.
- Reviews files and documents related to the monetary aspects of case management. Responsible for processing and tracking of installments and unclaimed funds.
- Assists and trains other court employees in the use of financial systems and tools.

MINIMUM REQUIREMENTS:

The selected candidate should have a minimum of three (3) years proven experience with financial policies, practices, regulations, and terminology related to financial reporting, procurement processes, and financial transactions.

DESIRED QUALIFICATIONS:

A Bachelor's degree along with financial experience in a public sector environment and knowledge of the judiciary's financial policies and procedures is highly desirable.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume and salary history to:
Human Resources #15-02, U.S. District Court, 1100 Commerce Street, Rm. 1452, Dallas, Texas 75242, or submit by e-mail (in Word only) to: humanresources@txnd.uscourts.gov

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.