

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



Vacancy Announcement 14-07

Title: Financial Specialist II

Location: Dallas, Texas

Closing Date: August 15, 2014

Salary: \$49,009 – \$79,707 (CL 27)*

*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.

PRIMARY RESPONSIBILITIES

The primary responsibilities of this position are to perform and coordinate administrative, technical, and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with appropriate guidelines, policies, and approved internal controls. This position is located in the United States Bankruptcy Court Clerk's Office and reports to the Budget and Financial Manager.

Representative Duties

- Prepare, update, and analyze a variety of accounting records, financial statements, and reports.
- Oversee and assist with accounts payable and accounts receivable activities.
- Assist with budget preparation, conduct internal reviews, and develop recommendations regarding procedures for improvements.
- Assist with policy development regarding financial matters.
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate.
- Collaborate with information technology staff to develop customized programs or systems to assist with financial and accounting transactions and record keeping.
- Gather data and write reports, prepare charts, graphs, and tables.

- Assist in designing special reports for management and other staff as required.

MINIMUM REQUIREMENTS:

A minimum of three (3) years of progressive responsibility in an accounting environment. The selected candidate should have knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial reporting. Comprehensive knowledge of government accounting practices, procedures, and principles, including internal controls and separation of duties. Knowledge of the fiscal reconciliation process. Skill in reconciling invoices, vouchers, and records of payment.

DESIRED QUALIFICATIONS:

A Bachelor's degree in accounting from an accredited college, along with accounting and budget experience in a public sector environment, and knowledge of the judiciary's 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 #14-07
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.