



United States Bankruptcy Court District of Minnesota

Vacancy Announcement #2024-03

- Position:** Financial and Budget Administrator – Full Time
- Salary Range:** CL 28 (\$75,701 - \$123,077) to CL 29 (\$90,032 - \$146,334) BOQ
- Location:** Minneapolis or St. Paul, Minnesota
- Telework:** May be eligible to telework up to three days per week, based on the court's telework policy and the needs of the office. Additionally, this position may be eligible for full-time telework for the right candidate.
- Closing Date:** Open until filled. Preference will be given to applications received on or before May 17, 2024.

Join the U.S. Bankruptcy Court's team of professionals, focused on providing exceptional service to the Court, the public and members of the legal community. This position is perfect for a professional, self-motivated individual seeking a public service career with challenging and rewarding work, and training opportunities in a multitask, fast-paced environment.

Position Overview:

The Financial and Budget Administrator performs and coordinates administrative, analytical, technical and professional work related to financial and accounting activities of the court. The incumbent provides support for the bankruptcy court regarding financial and budget matters and is responsible for the financial operation and preparation of the unit's budget. The Financial and Budget Administrator ensures the court's compliance with internal controls and regulations affecting financial and budget processes and their interaction with other court processes. The Financial and Budget Administrator prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements, and assists with policy development regarding financial and budget matters.

Representative Duties:

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the unit and court. Advise managers, executives, or judges on court financial and budget matters and serve as project manager on special financial or budget initiatives. Provide guidance and assistance to other units within the district on financial and budget matters if needed.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by the court unit, Administrative Office, U.S.

Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.

- Prepare the overall fiscal budget plan for review by the unit executive and the court. Perform data analysis and conduct modeling based on different operational scenarios. Manage the budget throughout the fiscal year. Recommend and perform reprogramming actions to cover projected account shortfalls.
- Research and analyze financial and budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and respond or prepare written correspondence, as required. Conduct work measurement and work productivity studies related to financial, budget, and associated activities and prepare reports.
- Perform reviews to ensure that the court unit is in compliance with the Guide to Judiciary Policy, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes. Maintain and update the court's internal controls manual and coordinate audit activities.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Prepare for annual and cyclical financial audits; assist, advise, and train management staff on internal audit procedures; and ensure all audit findings are corrected in a timely manner.
- 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, and refunds. Disburses funds to pay various accounts payable.
- Serve as back-up for miscellaneous human resource duties.
- Perform other duties and assist with special projects as assigned.

Education and Experience:

Two years of specialized experience or completion of a master's degree is required to be eligible for CL 28; two years of specialized experience is required to be eligible for CL 29. Specialized experience includes 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 provided a knowledge of rules, regulations, and terminology of financial administration. The preferred candidate will possess experience in financial management at the federal, state, or local government level.

Knowledge and Skills:

- Extensive knowledge of government policies, practices, regulations, and terminology related to administration of financial reporting, procurement processes, and financial transactions.

- Comprehensive knowledge of government accounting practices, procedures, and principles, including internal controls and separation of duties.
- Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities.
- Extensive knowledge of the overall fiscal reconciliation process.
- Skill in preparing financial reports, monitoring and reconciling accounts and ledgers.
- Skill in preparing and analyzing budgets, spending plans, and statistical reports.
- Knowledge of legal terminology, federal court processes, and functions of the court.
- Strong organizational skills and the ability to prioritize a large volume of work.

Conditions for Employment:

Candidates must demonstrate organizational skills, good judgment, and willingness to work across different technical domains with legal, technical, administrative, and operations staff in a cooperative environment. Candidates must maintain the confidentiality of sensitive information.

All employees of the court are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. In addition, the successful applicant will be hired subject to a probationary period of no less than six months.

Benefits:

- Participation in the Federal Employees Retirement System (FERS).
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K).
- 11 paid holidays per year.
- Paid vacation in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance.
- Public transit subsidy as the budget permits.
- Options for hybrid work schedule with telework and/or compressed scheduling.
- This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

Additional Information:

- Applicants must be citizens of the United States or be authorized to work in the United States. Please note the citizenship requirements at: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>
- Only the most qualified applicants will be contacted for personal interviews. No telephone calls please.
- Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), and a list of references. Candidates will not be asked about their criminal history before receiving a tentative offer of employment.

Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available

information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

- Interviews may be held virtually or in person.
- The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.
- The court provides reasonable accommodations to applicants with disabilities.
- As this position is deemed "high-sensitive," the successful candidate will be required to undergo a background clearance which includes fingerprinting, and updated background investigations every five years.

Application:

Qualified applicants should email a cover letter and resume in a single document to: mnb_applications@mnb.uscourts.gov. Please refer to **ANNOUNCEMENT #2024-03** in the email transmittal.

The U. S. Bankruptcy Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees.

Please visit the [employment](http://www.mnb.uscourts.gov/employment) (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

THE UNITED STATES BANKRUPTCY COURT
IS AN EQUAL OPPORTUNITY EMPLOYER.