

## **United States Bankruptcy Court – Southern District of Mississippi**

### **Notice of Vacancy – Financial Specialist II**

Announcement No. 16-03

September 2016

**Position Title:** Financial Specialist II  
**Position Type:** Full-time, 40 hours per week  
**Location:** Jackson, Mississippi  
**Salary:** CL 27 \$47,390 - \$59,246  
**Position Available:** January 2017  
**Application Deadline:** Until Filled

#### **Position Description**

The United States Bankruptcy Court, Southern District of Mississippi, is accepting applications for the position of Financial Specialist II. The Financial Specialist II performs and coordinates administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

#### **Application Requirements:**

Each application package **must** include four components:

- 1) Application for Judicial Branch Federal Employment (Form AO 78)\*;**
- 2) Resume with professional and personal references;**
- 3) Copy of college transcript(s); and**
- 4) Letter of application** (not to exceed three pages) that specifically addresses the applicant's qualifications, skills, and experience relative to each qualification requirement and preference (where applicable) for this position.

\*Application for Judicial Branch Federal Employment (Form AO 78) may be downloaded from [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov).

#### **Submission of Application Package**

Submit application package **including** Application for Judicial Branch Federal Employment (Form AO 78) in Portable Document Format (PDF), via email to:

[2016\\_financial\\_specialist@mssb.uscourts.gov](mailto:2016_financial_specialist@mssb.uscourts.gov)

**Failure to comply with all requirements may result in disqualification of application.**

**Qualification Requirements:**

- Two years of 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 provided knowledge of rules, regulations, and terminology of financial administration, OR
- Bachelor's degree from an accredited college or university and one of the following academic achievements:
  - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
  - Standing in the upper third of the class;
  - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
  - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
  - Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.
- Preferred – bachelor's degree in accounting
- Preferred – strong communication skills (oral and written)
- Preferred – proficiency in Excel, Word and use of automated financial systems
- Preferred – experience with review and implementation of internal controls

**Representative Duties:**

- 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 with responsibility for accuracy and accountability of monies received and disbursed by the court;
- Assist with formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution throughout the office;
- Perform reviews to ensure that the court unit is in compliance with Guide to Judiciary Policies and Procedures, internal controls, and generally accepted accounting principles;
- Prepare documents to identify findings and develop written recommendations for changes;
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies;
- Design, develop, and maintain spreadsheets and programs for analyzing financial information;
- Review vouchers for payments related to expenses incurred by court for appropriateness of payment;
- Assist with monitoring of daily fund balances, reprogramming, and transferring funds as necessary and appropriate;
- Use a wide variety of manual and automated accounting systems and cash management tools;
- Review, develop, and implement internal controls and related systems;
- Assist with procurement, budget, property management, and other financial management duties; and
- Perform other duties as assigned.

## **Background Check Requirement**

This is a sensitive position within the Judiciary. The selected candidate will be subject to a background investigation (including credit check, and technical fingerprint check through the FBI Criminal Justice Information Services Division database) as a condition of employment.

## **Selection Process**

Only the most qualified applicants will be invited for personal interviews. Final selection will be based on the results of interviews and subsequent background investigations. The court does not reimburse interview and/or relocation expenses.

## **Benefits**

The United States Bankruptcy Court is 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. Employment benefits include:

- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, Federal Employees Retirement System, Thrift Savings Plan and a Flexible Spending Plan;
- Choice of health plans; optional dental and vision health plans;
- 10 paid holidays per year;
- Free Parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

## **Application Checklist:**

- A complete application package includes four components.
- Review all electronic documents before submission.
- Questions – Lisa Garrison at [lisa\\_garrison@mssb.uscourts.gov](mailto:lisa_garrison@mssb.uscourts.gov) or 601-608-4609.

**The United States Bankruptcy Court is an Equal Opportunity Employer.**