

Position Title:	Financial Specialist I
Position Type:	Full-time, 40 hours per week
Location:	Jackson, Mississippi
Salary:	CL26 \$43,840 - \$54,346 (depending upon qualifications)
Position Available:	August 2017
Application Deadline:	Open Until Filled

Position Description

The United States Bankruptcy Court, Southern District of Mississippi, is accepting applications for the position of Financial Specialist I. The Financial Specialist I 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.

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:

2017-03_financial_specialist@mssb.uscourts.gov

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

Qualification Requirements

- One year of specialized experience - progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.
- Preferred – bachelor’s degree in accounting with minimum 3.25 GPA
- 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

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 check. The court cannot reimburse interview and/or relocation expenses. Offers may be extended and the position may be filled prior to the application deadline without prior notice.

Background Check Requirement

This is a sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Any offer of employment will be conditioned on acceptable results from the background check.

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;
- 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;
- Ensure that appropriate internal controls for disbursement, transfer, recording and reporting of monies are followed;
- Review vouchers for payments related to expenses incurred by court for appropriateness of payment;
- 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;
- Oversee financial operations to ensure compliance with internal controls, policies, and procedures;
- 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;
- Assist with procurement, budget, property management, and other financial management duties; and
- Perform other duties as assigned.

At-Will Position

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.

Benefits

Employment benefits include:

- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, 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 or 601-608-4609.

The United States Bankruptcy Court is an Equal Opportunity Employer.