



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO**

**Vacancy Announcement No. 2016-03
July 7, 2016**

CAREER OPPORTUNITY

POSITION:	
Financial & Budget Administrator	
LOCATION:	
Albuquerque, NM	
CLASSIFICATION LEVEL:	CLOSING DATE:
CL 27 step 1 (\$47,398) to CL 28 step 61 (\$92,353), depending on experience & qualifications.	Open until filled; initial review begins August 1, 2016.
NATURE OF POSITION:	
<p>This is a full-time position with benefits. If hired at CL 27 level, after service time and other requirements are met (funding, workload and performance), this position has promotion potential to CL 28, without further competition. This is a high sensitive position and as a condition of employment, the selected applicant must successfully complete a ten-year background investigation with periodic updates every five years thereafter.</p>	
POSITION OVERVIEW:	
<p>This position is located in the administrative section of the Bankruptcy Court Clerk's Office and reports to the Chief Deputy Clerk and the Clerk of Court. The incumbent performs and coordinates administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent is responsible for the formulation of the annual Clerk's Office budget and associated spending plan, develops policy regarding budgetary matters, and maintains oversight of funding allotments and associated spending. In addition, the incumbent prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; and develops recommendation regarding procedures for improvements.</p> <p>Representative duties:</p> <ul style="list-style-type: none"> • Formulate, evaluate, and implement approved policies, procedures, and protocols related to financial and budget plan execution throughout the Clerk's Office. Maintain/update the Court Unit Budget Organization Plan (CUBOP). Advise executives and 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 or budget matters. • Develop the court's annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios. • Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Participate in advance review and approval of major purchases. Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities. • Maintain oversight and approval documentation of annual budget call requests, appeals to 	

allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.

- Prepare and electronically submit the unit's Electronic Status of Funds reports on a monthly basis, as required. Maintain approved Electronic Status of Funds reports and any supporting documentation in a chronological file by fiscal year. Ensure accruals are calculated, documented, and processed monthly.
- Enter allotments or any adjustments to allotments into FAS4T and the unit's Status of Funds Report. Enter reprogramming or standard voucher transactions to move funds from one BOC to another within a fund or from one fund to another in both the financial system and the Status of Funds Report.
- Develop a variety of reports based on historic and current data, including statistics on clerk's office staffing, spending patterns, expense projections, and similar information. Research and analyze financial budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and 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. Work with auditors on cyclical and internal audits and provide recommendation and follow-up, if needed.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management.
- 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 any 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.
- Use a wide variety of manual and automated accounting systems and cash management tools and assist other court employees in the use of these systems and tools.
- Act as program coordinator for the court's purchase and government travel cards.

A copy of the complete position description is available for download from the court website at www.nmb.uscourts.gov/employment.

QUALIFICATIONS:

Mandatory qualifications: To qualify for the position of Financial & Budget Administrator, applicant must be a United States citizen or eligible to work in the U.S., and must be a high school graduate (or possess the equivalent certification). To qualify for CL 27, applicant must have a minimum of two years specialized experience, including at least one year of specialized experience equivalent to the work of the next lower job classification. To qualify for CL 28, applicant must have a minimum of two years specialized experience, including at least one year of specialized experience equivalent to the work of the next lower job classification.

Specialized experience: Progressively responsible experience in at least one but preferably two or more 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.

Required Job Related Knowledge, Skills and Abilities: Must be able to demonstrate knowledge of the overall fiscal reconciliation process and knowledge of standards and objectives of internal controls. Skill in preparing financial reports and reconciling accounts. Applicant must be familiar with a variety of automation software applications such as, but not limited to: Microsoft Word, Excel, Adobe, etc. Applicant must be able to demonstrate excellent written and oral communication skill sets; have the ability to apply a body of rules,

regulations, directives and laws; and be mature, responsible, organized, meticulous and able to multi-task, work well independently and maintain confidential information.

DESIRABLE QUALIFICATIONS/COMPETITIVE FACTORS:

Preference will be given to applicants with knowledge of or experience in one or more of the following areas: (1) budget/financial management; (2) familiarity with budget, finance, and procurement functions at a federal court setting; and (3) experience with the following software applications: Judiciary Financial Information Management Systems (JFIMS), Judiciary Financial Systems (JFinsys), Financial Accounting System for Tomorrow (FAS4T), or electronic case filing. A bachelor's or advanced degree from an accredited college or university in accounting, business, finance, or other closely related field is preferred, but not required.

PERSONAL CHARACTERISTICS:

A successful candidate must have a positive attitude, unquestioned integrity, tact, good judgment, initiative, the ability to motivate and lead a team, problem solving and analytical skills, professional demeanor and appearance, ability to clearly communicate financial information, and flexible for change. The candidate must also be able to multi-task and work in a team-based environment and diverse settings, and independently require minimal supervision.

BENEFITS

Employees of the United States Bankruptcy Court are Excepted Appointments and not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to employees (depending on the type of appointment), which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees Health Benefits (optional)
- Federal Employees Group Life Insurance (optional)
- Flexible Benefits Program (optional)
- Commuter Benefit Program (optional)
- Federal Employee Dental and Vision Insurance Program (optional)
- Long-term care insurance (optional)
- Retirement benefits
- Thrift Savings Plan
- Private long term disability plan (optional)
- Credit for prior government service

INFORMATION FOR APPLICANTS

Interested applicants must submit the following:

- (1) cover letter stating interest and specific qualifications (education, skills or experience) for the position
- (2) resume, and
- (3) Federal Judicial Branch Application for Employment, Form AO78 (available for download in *pdf* format from the employment information link at www.nmb.uscourts.gov/employment or at the United States Bankruptcy Court, 500 Gold Avenue SW, 10th Floor, Albuquerque, New Mexico.

via: hand delivery, e-mail (pdf format for any attachments), fax, or US mail

*to: Human Resources, Vacancy Announcement #2016-03
United States Bankruptcy Court
500 Gold Avenue SW, 10th floor
PO Box 546*

Albuquerque, NM 87103-0546

E-mail: nmbc_hr@nmb.uscourts.gov

Fax: 505-348-2440

Application deadline: Open until filled. Initial review will begin on August 1, 2016. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Only the most qualified applicants will be considered for this position. Applicants invited for interviews should be familiar with the Code of Conduct for Judicial Employees before coming to the interview. Relocation expenses will not be reimbursed; applicants selected for interviews must travel at their own expense. The US Bankruptcy Court reserves the right to amend or withdraw any announcement without written notice to applicants.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation are made on a case-by-case basis.

Conditions of Employment:

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a criminal background check and FBI Background Check or Investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments and is not covered by the competitive services provisions of executive branch employment. This is commonly known as “at will” employment and can be terminated with or without cause by the Court. In addition, under our personnel policies, you will be on a probationary employment status for one year, during which time your supervisor will give you regular updates on your performance. During your probationary status, you may be removed, without recourse, at any time.
- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct (available from the employment section of the court’s web site).

For additional information on the United States Bankruptcy Court, see our web site at:

www.nmb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer