

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

<b>Benchmark Job Title</b>	<b>Financial &amp; Budget Administrator</b>	<b>CL 28</b>
<b>Occupational Group</b>	<b>Professional Administrative</b>	

**Job Summary**

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.

**Representative Duties**

- 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.

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- 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.

**Factor 1 - Required Competencies (Knowledge, Skills, and Abilities)**

**Finance and Budget**

- Extensive knowledge of judiciary policies, practices, regulations, and terminology related to court 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. Thorough knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to troubleshoot errors and identify their probable causes.
- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.
- Extensive knowledge of budgeting and federal judiciary budget guideline and policies, including allocation formulas and processes. Comprehensive knowledge of the purpose and processes related to budget decentralization. Knowledge of the court's processes and practices related to budget planning, execution and funds management. Knowledge of federal appropriation law, judiciary regulations and the *Guide to Judiciary Policy*. Skill in independently analyzing and reviewing accounts. Ability to independently analyze financial operations and develop recommendations for improvements.
- Skill in preparing and analyzing budgets, spending plans, and statistical reports. Skill in recognizing financial and operating trends and developing recommendations that address issues identified. Skill in researching, analyzing, and resolving financial operational problems.

**Court Operations**

- Knowledge of court operations and functions. Knowledge and understanding of court documents such as orders, appearance bonds, judgments, and commitment orders. Knowledge of the use of court automated docketing database in order to obtain or research information needed to perform financial or budget duties.
- Knowledge of, and skill in applying Administrative Office audit policies, procedures, and standards; knowledge of audit principles. Skill in performing internal audits of court operations and processes.

**Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction**

- Ability to communicate effectively, both orally and in writing to individuals and groups to provide financial and budget information and reports in understandable format. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

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**Information Technology**

- Skill in the use of automated equipment, including word processing, spreadsheet, and database applications, as well as budget, financial, and accounting systems.

**Factor 2 - Primary Job Focus and Scope**

The primary focus of the job is to perform budget and financial management activities and ensure the accountability of the budget, spending plans, budget requests, transactions, records, and documentations, while ensuring a constant review of policies and procedures applicable to the wise and appropriate use of public funds. The incumbent perform accounting and management activities and ensure the accountability of funds collected, deposited, distributed, and disbursed. The incumbent ensure accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the court unit executive and court employees. The incumbent make recommendations to executives and judges on matters that take into consideration complex financial, budgetary, and related issues; ensure efficiency, good stewardship of resources, and appropriate use of public funds. The work impacts the court's budgetary and financial operations and impacts vendors and outside agencies. Errors could result in personal liability of the clerk and could cause a variety of administrative problems.

**Factor 3 - Complexity and Decision Making**

The job involves making decisions based on thorough knowledge of the policies, practices, and guidelines related to financial and budget management within the court. The incumbent gather and analyze complex transactions and activities, resulting in recommendations regarding policies, procedures, and internal controls used by the court. The incumbent perform complex accounting and budget forecasting work, requiring in-depth knowledge of court operations, policies, and processes as a whole. While executives and judges make the ultimate decision on significant matters, the incumbent's work, recommendation, experience and expertise in financial and budget administration are relied upon to develop options and approve final plans. The incumbent work independently with decision making authority based on approved policy-level budget and financial plans, recognizing that guidance is readily available when required.

**Factor 4A - Interactions with Judiciary Contacts**

The primary judiciary contacts are judges and unit executives, chambers staff, peers, staff of other courts, and Administrative Office for the purpose of maintaining accounting records and reports, as well as assisting with budget preparation. The incumbent also interact with these contacts for the purpose of conducting internal reviews, and assisting with policy development regarding financial operations.

**Factor 4B - Interactions with External Contacts**

The primary external contacts are the public, financial institutions, other agencies, and vendors/contractors for the purpose of resolving financial questions.

**Factor 5 - Work Environment and Physical Demands**

Work is performed in an office setting and may occur at off-site locations or temporary duty stations.