

UNITED STATES BANKRUPTCY COURT

DISTRICT OF SOUTH CAROLINA

Ann. No. 12-03

Announcement Date: May 11, 2012

Closing Date: June 2, 2012
or Until Filled

Position Title: Financial Specialist

Location: Columbia, South Carolina

Classification Level: CL 26-27* (\$41,786 - \$74,628)
*Based on qualifications. If filled at the
CL 26, may be promoted to the next grade
without further competition.

DUTIES AND RESPONSIBILITIES: This position is located in the Clerk's office of the U.S. Bankruptcy Court. The Financial Specialist accounts for all funds received, ensuring compliance with internal controls as well as other appropriate guidelines and policies and is responsible to the Clerk and the Chief Judge of the Court for the accounting and finances of the Court. The Financial Specialist also assists in a periodic review of internal controls and regularly monitors staff compliance with these policies. The Financial Specialist prepares, updates, and analyzes a variety of accounting records, financial statements, oversees and assists with accounts payable and accounts receivable activities and is responsible for the accuracy and accountability of monies received and disbursed. Prepares, updates, examines, and analyzes a variety of regular and non-standard reports as requested. Develops recommendations regarding procedures for improvements, and assists with policy development regarding financial and budget matters. May perform some procurement activities, negotiate service contracts and prepare large purchase orders. Assists with fiscal budget plan.

QUALIFICATIONS:

Applicant must be a high school graduate or equivalent and have at least two years general experience and three years specialized experience requiring the regular and recurring application of clerical and financial administrative procedures. Must demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry and report generation. The applicant must be able to multi-task, be highly self-motivated, and maintain confidential information. General knowledge of court operations and functions preferable. Must be able to communicate effectively both orally and in writing and possess the ability to analyze financial operations and develop recommendations for improvements. Education above the high school level in an

accredited institution may be substituted for certain of the specialized experience requirements.

Specialized Experience:

A Bachelor's Degree or higher at an accredited college or university is preferred. Experience working for the federal judiciary in the capacity of a Financial Specialist, or equivalent, is also preferred.

APPLICATION PROCEDURES:

Qualified individuals are requested to submit a resume which includes educational, employment and salary history; along with three work references including phone numbers, and Form AO78 (Application for Judicial Branch Federal Employment available at <http://www.uscourts.gov>) To scbc_employment@scb.uscourts.gov. The Court prefers to receive this information by e-mail. Applicants submitting by e-mail should not send a duplicate copy by mail.

If e-mail is unavailable, the foregoing may be mailed to:

**U.S. Bankruptcy Court
1100 Laurel Street
Columbia, South Carolina 29201
Vacancy Announcement # 12-03**

Appointment to this position is provisional, contingent upon a background investigation and retention depends upon a favorable determination. All court employees are "at will" employees and therefore the appointee may be removed from this position at any time if the appointee fails to perform at a satisfactory level. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**