

# UNITED STATES BANKRUPTCY COURT

DISTRICT OF SOUTH CAROLINA

Announcement No. 16-01

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**Announcement Date:** March 30, 2016

**Closing Date:** Open Until Filled  
Preference given to applications  
received before April 20, 2016

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**Position Title:** Financial Specialist

**Location:** Columbia, South Carolina

**Classification Level:** CL 25-27\* (\$39,171 - \$77,030) Based on qualifications.  
\*If filled at the CL 25 or 26, may be promoted to the  
next grade without further competition.

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**DUTIES AND RESPONSIBILITIES:** This position is located in the Clerk's office of the U.S. Bankruptcy Court in Columbia, South Carolina. The Financial Specialist assists in or performs and coordinates administrative, technical and professional work related to financial and accounting activities of the court and ensures the Court's compliance with appropriate guidelines, policies and internal controls. The Financial Specialist is responsible to the Clerk and Chief Judge for the accounting and finances of the Court. The Financial Specialist assists in or prepares, updates and analyzes a variety of accounting records and financial statements, oversees and assists with accounts payable and accounts receivable activities, assists in or ensures the accuracy and accountability of monies received and disbursed, and prepares, updates, examines and analyzes a variety of regular and non-standard reports. The Financial Specialist makes recommendations regarding procedures for improvements and assists with policy development regarding financial matters. The Financial Specialist may perform some procurement activities, negotiate service contracts and prepare large purchase orders.

**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, work well independently and maintain confidential information. Knowledge of court financial 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, as is experience working for the federal judiciary in the capacity of a Financial Specialist or equivalent. Preference given to candidates with experience in JFinsys and JIFMS.

## **APPLICATION PROCEDURES:**

Qualified individuals must submit a coverletter and resume, along with three professional references and a completed Form AO78 to [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@scb.uscourts.gov). Applicant must state in the subject line of the email, "**Financial Specialist 16-01.**" The resume should include educational, employment and salary history. Form AO78 (Application for Judicial Branch Federal Employment) is available at <http://www.uscourts.gov>.

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 UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER**