

UNITED STATES BANKRUPTCY COURT

DISTRICT OF SOUTH CAROLINA

VACANCY ANNOUNCEMENT

#06-09

Position Title: FINANCIAL ADMINISTRATOR

Announcement Date: November 27, 2006
Position Open Until Filled
(To ensure consideration, application should be received by **December 15, 2006**)

Location: Columbia, South Carolina

Classification Level: CL-28, Possible Promotion Potential to CL-29

Salary Range: \$49,815 - \$81,005, Depending on Qualifications

The Financial Administrator serves as the principal accounting and finance authority for the Bankruptcy Court which functions under the direction of the Clerk of Court and is responsible to the Clerk and the Chief Judge of the Court for the accounting and finances of the Court. The Financial Administrator is responsible for safekeeping, depositing, accounting and reporting of monies received by the Court and manages and oversees day-to-day operations of accounting functions; maintains and analyzes accounting records consisting of a cash receipts journal, registry fund, deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Also reviews vouchers for expenses related to various expenses incurred by the court and staff for appropriateness of payment; prepares vouchers to pay various invoices; posts collateral for registry funds deposited in local depositories that exceed Federal Deposit Insurance Corporation limits; develops, with the Clerk, a system of internal controls; prepares and analyzes a variety of reports for the clerk's office, the Administrative Office, and various outside agencies; maintains the inventory on property; and conducts periodic inventories. Reviews travel for accuracy and enters vouchers for payment. Compiles monthly, quarterly and yearly reports and ensures accuracy of information. Ensures compliance with Administrative Office and Judicial Conference regulations as well as compliance with delegations; holds significant responsibility for monitoring of Court's compliance with audit standards. Assists with space and facilities operations, budget, procurement and personnel matters. Ability to work in a team environment and receive and conduct cross-training.

QUALIFICATIONS:

Applicant must be a high school graduate or equivalent and have at least three years specialized

experience in at least one but preferably two or more of the functional areas of financial management and administration (budgeting, accounting, financial reporting) that provide a knowledge of the rules, regulations, terminology, etc. of the area of financial administration and a good knowledge of automated accounting systems. Must be able to use various software applications such as Word Perfect, Microsoft Word, and Excel. 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 experience requirements.

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, marked CONFIDENTIAL to:

**U.S. Bankruptcy Court
Vacancy Announcement # 06-09
P.O. Box 2401
Columbia, South Carolina 29202**

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**