

**UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA**



***POSITION ANNOUNCEMENT***

**POSITION:** Budget and Financial Specialist

**LOCATION:** Richmond, Virginia

**SALARY RANGE:** \$45,033 - \$73,186 (CL 26), depending on qualifications, experience, and education

**OPENING DATE:** August 24, 2017

**CLOSING DATE:** Open until filled — To ensure consideration, application should be received by 4:00 p.m. Eastern Time on September 8, 2017

**ANNOUNCEMENT NO.:** 17-008

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Richmond Division, is accepting applications for a full-time, permanent **Budget and Financial Specialist** position.

**POSITION OVERVIEW:**

The **Budget and Financial Specialist** assists in performing and coordinating administrative, technical, and professional work related to budget, financial, and accounting, activities of the court, including ensuring compliance with appropriate guidelines, policies, and internal controls. The incumbent prepares, updates, and analyzes a variety of budget and accounting records, financial statements, and reports; oversees and assists with accounts payable and accounts receivable activities; and assists with budget matters.

**QUALIFICATION REQUIREMENTS:**

To qualify for the above position, a person must be a high school graduate or equivalent and must have the following experience:

**GENERAL EXPERIENCE:**

Progressively responsible clerical, office, or other work, which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**SPECIALIZED EXPERIENCE:**

For CL-26, at least one year of specialized experience equivalent to work at CL-25 is required. Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

**EDUCATIONAL SUBSTITUTIONS:**

Education above the high school may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

**REPRESENTATIVE DUTIES:**

Maintain current records of each functional budget allotment and reconcile accounts regularly. Track and verify that obligations and expenditures are in accordance with the spending plan and regulatory controls, are within amounts programmed, and are recorded in a timely manner. Record reprogramming actions between budget accounting codes. Execute reprogramming actions, including for emergencies, to avoid shortfalls. Prepare supplemental allotment requests. Prepare or compile data for routine and special reports on budget for the Judges, Clerk, and Management Team. Prepare and submit budget reports required by the Administrative Office of the United States Courts to the appropriate office in a consistent and timely manner. Review and validate Purchase Card obligations for payment certification. Maintain a Purchase Card. Make use of the internet Personnel Projection System (iPPS) to develop budget estimates to fund all personnel costs of the court unit and participate in budget preparation as it relates to human resources. Prepare recurring budget projection reports of payroll obligations and expenditures for the Clerk. Provide input to the annual budget based on anticipated administrative and service needs of the office. Work with other Eastern District of Virginia court units' budget personnel. Participate in special projects related to administrative service functions. Review and process Clerk's Office Administrative Staff, including the Clerk and Chief Deputy Clerk, travel vouchers. Update the court unit's on-line travel form. Make use of the Judiciary Electronic Travel System (JETS) in connection with and related to travel voucher processing and administration. Generate the annual Professional Fees Report. Review divisional office documents (such as mail log, garnishment/rental deposit log, unprocessed work log, cash drawer count form, and cash register closeout reports). Receive W-9 forms (for orders for return of unclaimed funds). Add vendor records into JIFMS (for payments). Add requisition records into JIFMS. Perform monthly Bankruptcy Noticing Center (BNC) certification. Administer Public Access to Court Electronic Records (PACER) fee exemptions. Prepare judges' meeting binders. Prepare documents, correspondence, and reports. Retrieve mail for Administrative Staff including the Clerk and Chief Deputy. Keep Administrative Staff workroom stocked with copier paper. Perform other duties as assigned.

**APPLICATION PROCEDURE:**

Each applicant should submit a cover letter, salary history, Form AO 78, Federal Judicial Branch Application for Employment, detailed resume and references (submission as a single combined PDF document is preferred) by 4:00 p.m., Eastern Time, on September 8, 2017, to:

budgetandfinancial-ric@vaeb.uscourts.gov

To obtain a copy of Form AO-78, Application for Judicial Branch Federal Employment, please go to the court's website, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) and click on the Court Resources button, then select Employment Opportunities. To learn more about the federal courts, go to [www.uscourts.gov](http://www.uscourts.gov).

**OTHER INFORMATION:**

The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

**FEDERAL BENEFITS:**

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- 10 Paid Holidays per Year
- 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 of federal service
- Paid Sick Leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Insurance Program
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.