

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN



Notice of Vacancy

Announcement # 18-01

**Financial Technician
Grand Rapids, Michigan**

Closing Date: Wednesday, February 28, 2018

Salary Range: CL-24 \$36,645 - \$59,557

(Starting Salary commensurate with qualifications and experience)

The Clerk's Office of the United States Bankruptcy Court for the Western District of Michigan is focused on providing exceptional service to the court, members of the legal community and the general public. We are seeking applicants for a full-time Financial Technician.

The incumbent is responsible for performing financial transactions and maintaining required records in accordance with court policies and approved internal controls. The incumbent reports to the Chief Deputy.

Representative Duties

Duties include, but are not limited to the following:

- Process and pay bills and invoices incurred within the Bankruptcy Court. Perform reconciliation of monies deposited, transferred, and disbursed by the court. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Maintain accounting records by inputting transactions, performing trial balances, and reconciling the accounts through the automated systems. Debit, credit, and total accounts on spreadsheets, databases, and financial software used by the court.
- Receive, review, and process travel vouchers. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Prepare payment vouchers and enter data into automated accounting systems.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store and track information.
- Comply with guidelines, procedures, and policies established by the Guide to Judiciary Policy, the Administrative Office and the Court.
- Assist with records management by filing, scanning and maintaining documents.
- Assist with asset disposal, using both manual and automated inventory tracking tools.
- Make lists of supplies to be ordered.
- Assist procurement specialist or supervisor with follow-up to vendors and customers, such as clarifying or expediting orders.
- Perform related general office duties such as moving recycle bins and delivering copy paper to end users; copying and binding forms, reports, and other documents.
- Approximately 30% of the time will be performing administrative duties other than financial and accounting. Examples include procurement, space and facilities, property management and inventory management.
- Perform special projects and other job-related duties, as assigned.

Preferred Qualifications

- Bachelor's degree preferred.
- Some Accounting or Finance experience is preferred.
- Proficiency with MS Office preferred.

Minimum Qualifications

- Minimum two years of clerical or accounting experience.
- Minimum one year specialized experience using automated financial systems.
- Strong work ethic.
- Strong customer service.
- Excellent time management skills.
- Strong organizational and analytical skills.
- Excellent oral and written communication skills.
- Strong computer and software skills to complete basic word processing, data entry, email and keyboarding.
- Demonstrate attention to detail, critical thinking and the ability to take direction from others.
- Lifting light boxes and moving light equipment is required.
- Travel to locations within the Western District of Michigan is required.
- Applicants must possess a high school diploma or the equivalent.

Compensation

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. Education above the high school level 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. **Specialized experience is:**

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.

Conditions of Employment

Applicants must be United States Citizens or eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of a background investigation including a FBI fingerprint check. Judiciary employees serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

Benefits

The court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including a leave accrual program, participation in the Federal Employees Retirement System, Thrift Savings Plan with a percentage of contributions matched, choice of health benefit plan from several options, dental and vision insurance, life insurance, long-term care insurance, flexible spending account for medical and/or dependent care expenses on a pre-tax basis, commuter benefit program, and periodic salary increases.

Application Procedure

To be considered for this position please submit:

- A resume detailing your education and experience
- A cover letter indicating the position for which you are applying and identifying how your education and/or experience relates to the duties and responsibilities of the position.
- A completed Application for Judicial Branch Federal Employment, AO078 form, available at: <http://www.miwb.uscourts.gov/>

Incomplete or late applications will not be considered. Required documents can be submitted via hand delivery, mail or email and must be received no later than 4:00 p.m. Wednesday, February 28, 2018. If submitting via email, please include all required documents in pdf format, preferably in one document, to MIWB_HR@miwb.uscourts.gov. If sending via mail, please submit all required documents to Attn: Human Resources Specialist, U.S. Bankruptcy Court, One Division Avenue North, Room 200, Grand Rapids, MI 49503.

Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

The United States Bankruptcy Court for the Western District of Michigan is an Equal Opportunity Employer and values diversity in the work place.