



United States Bankruptcy Court
Office of the Clerk
Middle District of Florida
Tampa, Florida 33602-3899



EMPLOYMENT OPPORTUNITY

Position: Internal Controls Analyst
with Supervisory Duties

Location: Tampa, Florida

Starting Salary Range: \$54,087 – 85,097

*CL 28/1 – 29/32

Date: November 3, 2009

Announcement No. 09-17

Closing Date: Until Filled

Available: Immediately

The U.S. Bankruptcy Court for the Middle District of Florida is seeking a highly motivated individual with a strong procurement and facilities management background and a working knowledge of budget and financial functions for our Administrative Team. The Internal Controls Analyst provides a wide range of managerial services to the Clerk of Court. This team supports three divisional offices, nine judges and a court staff of 125. The position is located in the Tampa Office with routine travel to the Jacksonville and Orlando offices. The position reports to the Chief Deputy.

Representative Duties

Develops and maintains a comprehensive compliance/internal controls program; establishes standards for maintaining consistency in the application of administrative policies and procedures; initiates, maintains, monitors and revises policies and procedures for the general operation of a program to ensure compliance with internal policies and procedures, as well as external requirements imposed by the Judicial Conference policy and other policies and regulations to prevent fraud, waste, abuse and mismanagement; serves as subject matter expert in procedures and quality assurance review of internal controls; maintains internal controls manuals; analyzes and interprets legislation, Administrative Office directives and court rules affecting the work of the Clerk's Office; conducts reviews of court business processes to assess compliance with regulations; conducts pre- or post-transactional audits, inspections and evaluations; reviews audit findings and monitors corrective action of any deficiencies identified in audits or program review reports; monitors and reports the results of compliance efforts to the Clerk of Court and/or Chief Deputy on a regular basis; acts as court authority on administrative requirements and serves as the primary channel of communication to receive and direct compliance issues to the Clerk of Court and/or Chief Deputy for investigation and resolution; advises on the integrity and effectiveness of financial operations; prepares compliance related documents for review and approval by the Clerk of Court and/or Chief Deputy; ensures proper reporting of the violations or potential violations to the Clerk of Court and/or Chief Deputy; prepares and analyzes a variety of reports for the clerk's office the Administrative Office and various outside agencies; acts as administrative liaison with other judiciary court units, the Administrative Office, the Federal Judicial Center, and other federal agencies for the purpose of obtaining and disseminating information and technology for comprehensive management development; and performs other duties as required or assigned consistent with the goals, objectives and responsibilities of the Chief Deputy and Clerk of Court.

The incumbent in this position will directly supervise and evaluate support positions in the areas of procurement and facilities management; coaches staff members on appropriate procedures and processes to complete tasks in an accurate and efficient manner; approves or revises completed work by subordinates; counsels staff members in the development of procedures for streamlining work functions and increasing quality, efficiency, and productivity of their respective work area and ensures staff members remain informed of policies and procedures of the organization and changes as they unfold. The position could be expanded to include supervisory duties over other administrative areas.

QUALIFICATION REQUIREMENTS

The incumbent selected for this position must meet the following standards:

Education: A bachelor's degree from an accredited college or university with concentration in finance or business is highly preferred. (Extensive experience in budget, procurement, financial or accountings positions will be considered in lieu of a degree.)

General Experience: Progressively responsible experience that provides evidence the applicant has (1) a good understanding of the methods and administrative policies and procedures for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternative solutions; (3) the ability to effectively communicate with others, orally and in writing; and (4) the capacity to employ the requisite knowledge, skills and abilities in the resolution of problems.

Specialized Experience: Two to three years of progressively responsible specialized experience in administrative, supervisory, managerial, or professional work which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management.

The position requires professional experience in project management, budget, contracting, design and the ability to read and understand regulations in order to interpret and implement guideline requirements. This is a professional position and requires the ability to prioritize and coordinate multiple concurrent projects; the ability to monitor and manage day-to-day operations; the ability to affect a high volume of work within mandated time frames; the ability to communicate clearly; possess excellent oral and written communication skills, including writing, editing and proofreading; and skills and abilities in record keeping and reporting. Members of the Administrative team work with minimal supervision and must have the demonstrated ability to solve problems using good judgment and initiative; work well with others; and explain or provide information clearly and tactfully. This position requires proficiency and experience in the use of computer operations.

INFORMATION FOR APPLICANT

Qualified applicants are invited to submit a resume, cover letter and salary history to

Celia Rodenmeyer, Human Resources Manager

Announcement # 09-17

United States Bankruptcy Court

Sam M. Gibbons U.S. Courthouse

801 North Florida Avenue, Suite 555

Tampa, Florida 33602-3899

Applications will be accepted until the position is filled; first consideration will be given to those applicants who apply before November 17, 2009. All applicants will be screened to identify the best qualified and suitable candidate. Applicants must be citizens of the United States of America or be eligible to work in the United States. Only the best qualified candidates will be invited for a personal interview. Interviews will be conducted in Tampa and the Court will notify applicants selected for an interview. Applicants selected for interviews must pay all expenses, including travel. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

The selected candidate will be subject to a full ten (10) year background investigation as a condition of

employment. Applicants must be U.S. citizens or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Starting salary is commensurate with work experience, previous federal court experience and prior pay history. All court employees are “at will” employees and therefore the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level. In addition, the appointee is subject to a one (1) year probationary period. In the future the duties of this position may be changed which could increase the classification level of the position.

The U.S. Bankruptcy Court reserves the right to modify the conditions of the job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, any of which actions may occur without any prior written notice.

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are not included in the Government’s Civil Service classification. They are, however, entitled to similar benefits as other Federal employees including, paid vacation, sick leave, choice of health benefit plans, and participation in the Federal Employees Retirement System

The United States Government is an Equal Opportunity Employer