



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

**Chief Judge Caryl E. Delano
Clerk of Court Sheryl L. Loesch**

**Position Vacancy Announcement
Financial and Budget Administrator**



Announcement No: 23-02



Duty Station: Orlando, FL



Position Type: Full-Time/Perm



Open Date: 11/21/2022



Close Date: 12/02/2022



Position Start Date: 12/19/2022



Salary Range: \$63,467 – \$103,208 CPS CL 28/1 to 28/61*

About our Court:

Our Court strives to maintain and grow a productive, progressive, and positive culture, and we recruit staff that promote, reflect, and thrive in an environment that successfully meets the mission statement of our Court: “Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect.”

**Starting salary commensurate with qualifications, experience, and salary history in accordance with U.S. Court Guidelines. Position has promotion potential up to CL-29 without further competition.*

Position Overview

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida (Court), Orlando Division is seeking qualified applicants for the position of Financial and Budget Administrator. The Financial and Budget Administrator performs and coordinates administrative, analytical, technical, and professional work related to budget, financial, and accounting activities of the Court, including compliance with the appropriate guidelines, policies, and approved internal controls. The Financial and Budget Administrator prepares the Court’s budget; updates and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements; and assists with policy development regarding financial and budget matters. The incumbent acts as project manager for all upgrades of financial and budget systems; conducts internal reviews and audits, and develops recommendations regarding procedures for improvements; and has the overall responsibility to ensure success in financial and budget information technology systems planning, implementation, and for the development and management of efficient financial and budget processes. The Financial and Budget Administrator oversees the work of financial and budget support staff; this position reports to the Chief Deputy.

Representative Duties

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to financial and budgetary operations and execution within the Court. Provide guidance and assistance to the Court’s Clerk of Court and Chief Deputy Clerk (Court Executives) on financial and budget matters. Advise managers or judges on Court financial and budget matters.
- Serve as project manager on financial or budget initiatives including cyclical and special audits and implementation of all financial and budget automated systems. Collaborate with Court IT, AO IT, financial and budget staff to design or customize financial and budget systems.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the Court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by the Court, Administrative Office (AO), U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court.
- Prepare the overall fiscal budget plan for review by Court Executives. Perform data analysis and conduct modeling based on different operational scenarios. Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Reprogram allotments or standard voucher transactions to move funds from one BOC to another within a fund or from one fund to another in both the financial system and the Status of Funds report.
- Oversee, mentor, train and develop financial and budget support staff; including, assigning, monitoring, prioritizing, and reviewing work products.
- Provide input to the Court Unit Budget Organization Plan (CUBOP).
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.

- Prepare and electronically submit the Court's Electronic Status of Funds reports, as required. Maintain approved Electronic Status of Funds reports and any supporting documentation in a chronological file by fiscal year.
- Collect, review, audit, and analyze data and information, such as case filings, budget related data, and other similar data for work measurement and productivity studies related to financial, budget, and associated activities and prepare reports.
- Research and analyze financial and budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and respond or prepare written correspondence, as required.
- Review complex court orders and ensure funds are properly collected and deposited with financial institutions.
- Perform reviews to ensure that the Court complies with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Directs the divisional deputies-in-charge regarding their local financial practices and oversees the internal control practices to ensure compliance with internal controls at the divisional office level. Prepare documents to identify findings and develop written recommendations for changes. Develop, revise, and monitor internal controls and policies to ensure a separation of duties and circumvent administrative errors or fraud, and establish controls that enhance existing processes.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Develop a variety of reports based on historical and current data, including statistics on spending patterns, expense projections, and similar information. Collect, review, analyze and maintain records of actual operating expenses and revenues to compare with estimated budget.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Perform other duties as assigned.

Qualifications

Required:

- Qualified candidates must have a minimum two years of specialized experience. Specialized experience is progressively responsible experience in at least one, but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.
- Comprehensive knowledge of government accounting practices, procedures, and principles, including internal controls and separation of duties. Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities. Thorough knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the Court. Ability to troubleshoot errors and their probable causes.
- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial and budget reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.
- Extensive knowledge of budgeting and federal judiciary budget guidelines and policies, including allocation formulas and processes. Comprehensive knowledge of the purpose and processes related to budget decentralization. Knowledge of federal appropriation law and judiciary regulations. Skill in independently analyzing and reviewing accounts. Ability to independently analyze financial operations and develop recommendations for improvements.
- Experience in analyzing, evaluating, and determining financial and budget technology needs, and implementing enhancements to meet those needs. Ability to collaborate with information technology staff to customize financial and budget systems.
- Proficiency in Microsoft 365; advanced proficiency in Excel.

Court Preferred:

- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business, or related field.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) credentials.
- An in-depth knowledge of Federal Judiciary policies, practices, regulations, and terminology related to court financial and budget administration
- Prior financial, budget, or administrative experience in a federal court and working knowledge of JIFMS are highly desired.

Application Procedures

- Qualified applicants should submit a (i) cover letter, (ii) resume, and (iii) a completed [Federal Judicial Branch Application for Employment \(AO78\)](#) via email to jobs@flmb.uscourts.gov (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email. Incomplete packets will not be considered. Applications must be submitted on or before December 2, 2022.
- Applications may be reviewed as received. The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. The Court will only communicate with those individuals who will be invited for an interview. Applicants selected for interviews must travel at their own expense.

- This is a high-sensitive position; as a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.
- Accurate demographic information informs Judiciary diversity and inclusion efforts in several areas including recruitment, talent management, training, and outreach. To enhance our ability to strategically design efforts to achieve equity and identify areas of needed engagement, improvement, and/or change, we ask that applicants selected for an interview complete the Voluntary Self-Identification Form AO-78B.
- To access additional information on Careers with the Judiciary, please visit <https://www.uscourts.gov/careers>.

Benefits

A career with the U.S. Courts provides employees with a comprehensive benefits package. Court employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Benefits include paid Vacation and Sick Leave, eleven (11) Paid Holidays per year, and retirement benefits such as a Defined Benefit Pension Plan and a Defined Contribution Plan with Employer Match ([TSP](#)). Optional benefits include Group Health, Dental, Vision and Life Insurance, Long-Term Disability and/or Long-Term Care Insurance, and participation in the Court's Flexible Benefits Program. Local Court Benefits may include Telework Opportunities, on-site Federal Occupational Nurse, access to an on-site Fitness Center, and a Public Transit Subsidy. Please visit <http://www.uscourts.gov/careers/benefits> to learn more.

Additional Information

- Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire. All Court employees are "at will" employees, and the selected candidate may be removed from this position at any time if the employee fails to perform at a satisfactory level.
- All Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to jobs@flmb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., direct deposit).

The United States Bankruptcy Court is an equal opportunity employer and values diversity in the workplace.