

## Career Opportunity # 18-03

<b>Position:</b>	Financial/Procurement Specialist II
<b>Location:</b>	Milwaukee, WI
<b>Salary Range:</b>	CL26 - CL27 (\$46,404 - \$82,909) (Starting salary commensurate with qualifications and experience)
<b>Opening Date:</b>	July 31, 2018
<b>Closing Date:</b>	Open until filled; preference given to applications received by August 12, 2018

The Clerk of the United States Bankruptcy Court for the Eastern District of Wisconsin is seeking a full-time Financial/Procurement Specialist II. The Financial/Procurement Specialist II performs administrative, technical, and professional work related to financial accounting, purchasing, internal controls, property management, and budgetary activities for the Court ensuring compliance with appropriate guidelines, policies, procedures, and internal controls.

The Financial/Procurement Specialist II assists in the support of financial and procurement operations in the court by processing a wide variety of financial and procurement transactions, interpreting and applying complex rules and regulations, maintaining a high level of processing accuracy, attention to detail and timeliness, and providing excellent customer service to internal and external parties.

This position reports to the Financial Supervisor. Occasional travel may be required.

### **Representative Duties:**

The employee will be required to perform duties including, but not limited to:

- Assists with the formulation, evaluation, and implementation of policies, procedures, and protocols related to finance, procurement, internal controls, property management, and budgetary operations throughout the court.
- Maintains, reconciles, and analyzes accounting records, consisting of a cash receipts journal, registry funds, and deposit funds as well as subsidiary ledgers for fiscal records.
- Reviews and performs accounts payable and accounts receivable duties; has responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Reconciles daily receipts and processes refunds, trustee payments, and unclaimed funds disbursements on a recurring basis.
- Ensures that internal controls related to all transactions/activities in the areas of finance, procurement, property management, and budget are adhered to and followed.
- Serves as the court's internal controls reviewer for purchase card purchases and for the automated financial management system (JIFMS) and prepares recurring reports related to this role for the Financial Supervisor and the Clerk.
- Prepares travel authorizations, and reviews travel vouchers for payment for judges, chambers staff, and clerk's office staff according to established judiciary guidance and GSA reimbursement rates.

- Creates payment authorization transactions in the automated financial management system (JIFMS) for various disbursement types (e.g. travel reimbursements, purchase and travel card purchases, invoices, IPAC payments) and serves as a first level approver responsible for ensuring that all payment requests are legal, proper, and correct.
- Procures supplies, equipment, services, and furnishing from government and non-government sources through new contracts, competitive bids, GSA schedules, and existing judiciary and government wide contracts.
- Serves as the court's vendor administrator for adding and monitoring vendors in JIFMS.
- Manages tenant alterations and cyclical maintenance projects, those done through GSA via reimbursable work requests, and those done independently, including developing statements of work, obtaining estimates, obtaining proper approvals, coordinating contractors and schedules, and inspecting completed work.
- Serves as the court's custodial officer responsible for maintaining and updating the court's master personal property report using the judiciary inventory control system (JICS). Assigns and affixes asset identification labels to accountable and non-accountable property.
- Conducts biennial physical sightings of all accountable property and prepares a comprehensive report for the Clerk.
- Works with the designated disposal officer to identify excess personal property and drafts appropriate documentation for the disposal officer to initiate the disposal process.
- Writes and updates procedures for property management and works with the IT department to track and account for all IT equipment.
- Assists with the administration of the local court budget by monitoring court spending, develops and adjusts spending projections, tracks and monitors obligations and expenditures, updates the local status of funds report, and prepares and executes budget reprogrammings, as necessary.
- Prepares and submits complex financial reports to the Administrative Office as prescribed by established judiciary schedules.
- Performs projects of an analytical or administrative nature as requested by the Clerk, judges, or the Financial Supervisor.
- Participates in other projects or cross-training within the Clerk's office as required.

### **Standard Expectations for this Position:**

**Teamwork:** follows-through on assignments to meet Clerk's Office goals, willingly assists others, collaboratively works in group situations, willingly shares information, shows support and promotes office decisions and initiatives, displays respect for others including those with contrasting views and contributes suggestions to further the Court's mission.

**Job Knowledge:** understands duties and responsibilities and applies that know-how effectively; adheres to standards, directives, and instructions and understands how individual job performance furthers organizational objectives; exhibits willingness and insight to pursue developmental opportunities in order to expand job-related skills and knowledge; works independently and stays abreast of changing policies and procedures.

**Quality of Work:** Accuracy, attention to detail, thoroughness, and timeliness of work is required. Work quality also includes how well work assignments are completed in accordance to specific instructions, standards, requirements, and expectations. Follow-up and pride in one's work are evidenced through consistent adherence to written policies,

procedures, internal controls, and guidance.

**Dependability:** is consistent, responsive, and reliable when carrying out work responsibilities; prioritizes and manages time effectively; accepts responsibility for one's own actions and possesses the professional maturity in working with others; demonstrates follow-through and accomplishes the best possible results; exhibits stewardship through punctuality, attendance, and effective use of resources and work time.

**Written and Oral Communication:** Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in an understandable format. Ability to communicate with requesters and vendors to determine actual needs and the ability to evaluate whether proposed purchases will meet those needs. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside of the court.

**Information Technology/Automation:** Ability to gain proficiency in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, databases, and systems used for tracking inventory, preparing purchase orders, and other systems related to budget, finance, accounting, and procurement activities. Ability to develop an understanding and knowledge of the relationship between databases and financial programs and to use that knowledge to identify the causal effects between accounts and systems.

#### **Preferred Qualifications:**

- Prior financial, budget, or procurement experience in a federal court and working knowledge of JIFMS is highly desired.
- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business, or related field.

#### **Minimum Qualifications:**

- Applicants must possess a minimum of one year of specialized experience that is in or closely related to the work of the position.
- Demonstrated ability to read, understand, and correctly apply policies, procedures, laws, guidelines, internal controls, and separation of duties rules.
- Excellent computer skills in a PC environment.
- Ability to work independently, with limited supervision, as well as in a team environment.
- The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and highly accurate records and files.
- Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines.
- Excellent analytical and problem solving skills; ability to collaborate with co-workers and the management team.
- Must exercise attention to detail and the ability to exercise common sense and good judgment in a fast paced environment with rapidly shifting priorities.

- Proficiency with Microsoft Office applications, particularly Word and Excel, is required.

**Benefits:**

This position is covered by the Court Personnel System. A generous benefits package is available and includes:

- Ten (10) paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service

**Supplemental Information:**

In addition to a resume, interested candidates should submit and answer the following question using Times New Roman, 12-point font. Submissions should not exceed one page, be single-spaced and have one-inch margins.

1. Describe a recent situation where you were tasked with learning a new software program with little, or no support and guidance. How did you approach this task? What challenges did you face and how did you overcome them? What was the outcome?

**Information for Applicants:**

- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- Applicants must be United States citizens or otherwise authorized to work in the United States.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.
- The initial appointment of this position will be for one year and one day.
- The final candidates are subject to a background investigation, which includes an FBI fingerprint check.
- Employees of the Federal Judiciary are hired as excepted service, "at will" employees.
- Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to be interviewed.
- Employees must use the Electronic Fund Transfer (ETF) for payroll deposit.
- The U. S. Bankruptcy Court is an Equal Opportunity Employer.

Interested candidates are invited to submit: (1) a cover letter; (2) a chronological resume; (3) a completed form AO78 Application for Judicial Employment which is available through our website at [www.wieb.uscourts.gov](http://www.wieb.uscourts.gov) under the “Court Information/Careers” page; (4) references and (5) answer to the supplemental question.

Please submit application materials electronically to [hr\\_wieb@wieb.uscourts.gov](mailto:hr_wieb@wieb.uscourts.gov) or by mail, marked “Personal and Confidential” to:

U.S. Bankruptcy Court  
Attention: Human Resources  
517 East Wisconsin Avenue, Room 126  
Milwaukee, Wisconsin 53202