

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF KENTUCKY



VACANCY ANNOUNCEMENT 19-04

Position: **FINANCIAL TECHNICIAN**

Opening Date: **September 25, 2019**

Closing Date: **October 18, 2019**

Salary Range: **\$41,140 - \$73,637 (CL-25 – CL-26)**

Location: **Lexington, KY**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting resumes and applications for the position of Financial Technician. The Financial Technician reports directly to the Manager of Finance and provides assistance in the area of financial administration to all court staff and the public. The purpose of this position is to perform financial transactions and maintain required records, in accordance with court policies and approved internal controls.

REPRESENTATIVE DUTIES:

- Maintain, reconcile and analyze accounting records. Review and/or perform accounts payable and accounts receivable duties; 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 any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.
- Maintain control over unit cash registers.
- Conduct quality reviews and provide training to deputy regarding practices and procedures for the postage meter.

- Process and pay bills and invoices. Assist with reconciliation of monies deposited, transferred, and disbursed by the court unit. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Maintain accounting records by inputting transactions and assist in reconciling the accounts through the automated systems. Debit, credit, and total accounts on spreadsheets, databases, and financial software used by the court unit.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Assist with preparing reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- 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. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Other duties as assigned.

QUALIFICATIONS:

Applicants should have the following: proficiency with numbers; good analytical skills and attention to detail; excellent communication (oral and written) skills; critical thinking skills, including the ability to analyze and synthesize information and assess the practical implications of alternate solutions; organizational skills; a good understanding of the methods and administrative machinery for accomplishing financial related work of an organization; and, the capacity to employ the knowledge, skills and abilities in the resolutions of problems.

A college degree is preferred. Experience with various software applications, e.g., Word and Excel is required. A knowledge of other computer-based applications, e.g., Access, is a plus.

SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Court Personnel System of the U.S. Courts. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., holidays, life and health insurance, and long-term care insurance) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay.

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

The successful candidate for the position is subject to a background clearance which includes fingerprinting.

All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time.

MISCELLANEOUS:

The United States Bankruptcy Court Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an EEO/Employment Dispute Resolution Plan.

APPLICATION PROCEDURE:

An Application for Judicial Branch Employment (From AO-78) is available on our website at www.kyeb.uscourts.gov. In a cover letter accompanying a detailed resume and an AO-78 Application for Judicial Branch Employment, please specify how you satisfy the qualifications listed above. Any resume submitted without the required cover letter addressing those qualifications will not be considered. Submit application material by email in .PDF format to HR@kyeb.uscourts.gov.