

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA

Vacancy Announcement #2022-1

POSITION:	Management Analyst (Finance and Budget)
POSITION TYPE:	Full-Time, Permanent
DUTY STATION:	Savannah, Brunswick or Augusta, GA
STARTING SALARY:	CL 26 to CL 28 (\$48,190 - \$103,208) Starting salary commensurate with the qualifications and experience of the applicant. Promotion potential to CL 28 without further competition.
CLOSING DATE:	Open until filled. Applications will be considered as they are received.

The United States Bankruptcy Court for the Southern District of Georgia is seeking qualified applicants for a full-time Management Analyst (Finance and Budget).

POSITION OVERVIEW:

The Management Analyst (Finance and Budget) position is located in the Administrative Section of the U. S. Bankruptcy Court and reports to the Clerk of Court and Chief Deputy. The incumbent coordinates and performs a wide variety of administrative, professional, and technical work related to financial, accounting, audit, internal control, and budgetary activities of the Clerk's Office.

REPRESENTATIVE DUTIES:

- Collect, review, audit, and analyze financial and budgetary data. Design, develop, and maintain spreadsheets and a variety of reports based on historical and current data to analyze financial information. Develop budget forecasts and projections to fund operating costs of the court unit.
- Research budget and financial management questions, trends, problems, and areas for efficiency and improvement.
- Assist with preparing the overall budget plan. Monitor expenditures and spending plans to support court operations. Prepare justifications for budget requirements and supplemental funding requests. Prepare ad hoc budget reports as directed by the Clerk of Court. Perform data analysis and projections based on different funding scenarios
- Prepare recurring reports of obligations and expenditures for the Clerk of Court. Respond to requests for information regarding budget and financial data. Develop local policies and procedures for budget administration, establishing the budget cycle in terms of action dates on estimates, formats, required justification, spending, and reporting.
- Assist in the management and oversight of day-to-day accounting and financial functions of the Court. Maintain, reconcile, and analyze accounting records, including the cash receipts journal, registry and deposit funds, subsidiary ledgers, and other financial records.
- Prepare, update, examine, and analyze a variety of reports as requested by the CUE, AOUSC, Department of Treasury, or other organizations/entities. Update and maintain fee schedules and accounting records.
- Prepare and electronically submit the Court's Electronic Status of Funds, AO274 Preliminary and Final, AO274 Supplemental, AO183, AO183A, and AO183B reports monthly, and as required.
- Provide recommendations to enhance financial, operational, and budget management procedures. Implement financial, audit, and budget procedures to meet established guidelines and policies.
- Coordinate access to and administration of various budget and financial management systems. Provide information and assistance concerning filing fees and processing of payment vouchers.

- Study and research administrative, operational, and planning issues related to the Court's financial management and budget activities, providing support to the Clerk of Court and management team for related special projects and initiatives.
- Develop and conduct training on budget and financial management issues and procedures for court staff.
- Coordinate internal control activities, including annual revision of the Court's Internal Control Manual to ensure compliance with the *Guide to Judiciary Policy*.
- Update and maintain SOPs for budget and financial management functions, in accordance with the *Guide to Judiciary Policy*.
- Process vouchers and invoices for payment to vendors and contractors. Maintain complete, accurate, and relevant budget and financial management records for audit and reporting purposes.
- Perform other duties as assigned.

QUALIFICATIONS:

At a minimum, applicants must possess a high school diploma or equivalent. Experience that is in, or closely related to, accounting, budgeting, bookkeeping, cashiering, auditing, or financial management, which demonstrates the knowledge, skills, and abilities to successfully perform the duties of the position.

High level automated systems and database proficiency with a variety of applications including, but not limited to, Microsoft Office, Excel, Adobe, CM/ECF, HRMIS, JIFMS, JFinsys, and InfoWeb. The successful applicant will possess excellent communication and interpersonal skills; ability to work well independently and harmoniously with others; mature and decisive judgment; outstanding problem-solving and project management skills; ability to handle sensitive information and matters confidentially; a professional demeanor and unquestioned integrity; ability to research, comprehend, and apply complex regulations and policy guidelines; and skill in working with numerical calculations.

Preference will be given to applicants with a minimum of a bachelor's degree from an accredited four-year college or university and/or who have more than three years of experience in a federal court or legal setting.

This is a High-Sensitive position and, as a condition of employment, the selected applicant must successfully complete a ten-year background investigation with periodic updates every five years thereafter.

BENEFITS:

Employees of the United States Bankruptcy Court are excepted appointments and not subject to federal civil service classifications or regulations. Full time employees are eligible for a generous benefits package which includes: health insurance, life insurance, dental and vision insurance, long term care and long term disability insurance, flexible spending program which includes medical and dependent care reimbursements, eleven (11) paid federal holidays, annual (vacation) and sick leave, retirement benefits that include a defined contribution plan, and a Thrift Savings Plan (similar to a 401K) plan which includes matching contributions.

HOW TO APPLY:

Applicants must be a United States citizen or eligible to work in the United States. Qualified applicants are invited to submit:

1. a letter of application,
2. detailed resume,
3. completed application for judicial branch employment, Form AO-78, available at <http://www.uscourts.gov/form/AO078.pdf>.

Application materials should be submitted as a single .pdf file to Lainie_Saul@gas.uscourts.gov, and include **Confidential Announcement #2022-1** in the subject header of the email.

ADDITIONAL INFORMATION FOR APPLICANTS:

- Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "at will" employees.
- Judiciary employees must adhere to a Code of Conduct.
- Appointees may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level.
- In the event a position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.
- Only those applicants considered for interview will receive further notification in writing. Testing, interview-related travel expenses, and any relocation expenses must be paid for by the applicant.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- Only candidates selected for interview will be contacted.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.

AN EQUAL OPPORTUNITY EMPLOYER