



MICHELLE WILSON
Clerk of Court

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**Clerk's Office Mission
Statement**

"The United States Bankruptcy Court's mission is to provide bankruptcy relief, fair and impartial justice, prompt and efficient resolution of disputes, and exceptional service to those seeking justice through the bankruptcy system by treating debtors, creditors and trustees with fairness, respect, and professionalism; and, to uphold the integrity of the judicial process by accurately maintaining the records of the Court."

*The Federal Judiciary is
an Equal Opportunity
Employer.*

CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #24-02
Title: FINANCIAL ADMINISTRATOR
Location: Grand Rapids, Michigan
Position Type: Full-time, Permanent
Closing Date: April 8, 2024
Salary Range: CL 27 (\$58,030 – \$94,338)*
CL 28 (\$69,551 – \$113,078)*

**Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience. Promotion potential to next Classification Level (CL) without further competition*

OVERVIEW

An excellent career opportunity in public service is available with the U. S. Bankruptcy Court for the Western District of Michigan. Applications are being accepted for a full-time Financial Administrator in Grand Rapids, Michigan. The Financial Administrator performs, and coordinates work related to all aspects of the financial, budget and accounting activities of the Bankruptcy Court. Eligible for hybrid telework after period of establishment and/or training completed.

Grand Rapids is the headquarters, but also holds court in Kalamazoo, Lansing, Marquette, and Traverse City. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals](#) | [Pure Michigan](#) | [Official Travel & Tourism Website for Michigan](#)

SUMMARY OF REPRESENTATIVE DUTIES

- Oversee day-to-day financial and accounting operations of the Court. Maintain, reconcile and review accounting records, consisting of cash receipts journal, registry funds and deposit funds, and subsidiary ledgers and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the Court.
- Ensure the court unit complies with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. 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.
- Monitor daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Reconcile daily receipts and process refunds, trustee payments, and unclaimed funds disbursements on a recurring basis. Ensure that funds are properly accounted for and reconciled with banking institutions and maintain reports and financial statements that document fiscal status.
- Advise Clerk, Chief Deputy, management team, or judges on court financial and budget matters. Formulate recommendations as needed for the overall improvement of the

BENEFITS

The U.S. Courts offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Flexible Spending Programs
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive a lifetime monthly annuity. Employees appointed on or after January 1, 2014, automatically contribute 4.4% of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

court's financial processes and systems.

- 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. Maintain audit compliant files and documents related to the monetary aspects of financial reporting.
- Prepare, update, examine and analyze many routine and non-routine reports as requested by the Court, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies. Use a wide variety of manual and automated accounting systems and cash management tools.
- Serve as back-up to the Procurement and Facilities Specialist.
- Some travel may be required.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must have a high school diploma or equivalent plus possess specialized experience as noted below:

- **CL 27** - Two years of specialized experience or completion of bachelor's degree in a related field with superior academic achievement
- **CL 28** - Two years of specialized experience or completion of a master's degree or two years of graduate study

NOTE: If not hired at top classification level, promotion potential to the next level based on satisfactory performance and funding without further competition.

Specialized Experience: Specialized experience is defined as 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.

Required Skills: The ideal candidate will be highly organized and reliable; must have working knowledge of audit principles, policies, procedures and standards; working knowledge of budget development and monitoring; proficiency working with automated financial systems and possess experience working in an electronic environment with various technologies to accomplish work; ability to communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in understandable format; have excellent communication (oral and written) and interpersonal skills with the ability to work well with others; demonstrated experience working in a team environment to deliver professional customer service; ability to manage several priorities; strong customer service skills; exercise good judgment; must maintain confidentiality and have a professional demeanor.

Preferred: Preference will be given to applicants who have experience in the federal government and are college graduates.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered "at will" and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.

APPLICANT INFORMATION

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

Reimbursement of travel and/or relocation expenses is not authorized.

Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

- As a condition of employment, the selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background investigation.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest (not to exceed two pages) that covers how their previous experience has prepared them for this position and elaborates on any of the qualifications they have;
- a detailed resume;
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (NOTE: Applicants for this position are required to fill out the Optional Background Information section (Questions 18 – 20) on page 5 of the application).

Incomplete or late applications will not be considered. Required documents must be submitted as **one PDF document** by email to MIWB_HR@miwb.uscourts.gov. Application must be received by 4:30p.m. EST on **April 8, 2024**. No phone calls please.