

UNITED STATES DISTRICT COURT UNITED STATES BANKRUPTCY COURT District of Nebraska

Position Announcement No. 23-07

Posting: Internal and External
Position: Financial Analyst
Location: Omaha, Nebraska
Appointment: Full-time
Starting Salary: CL 26/21 - \$61,334
Salary Range: \$50,757 - \$82,487*
Opening Date: Wednesday, May 10, 2023
Closing Date: Open Until Filled
Career Opportunity: CL 27/61 - \$90,654

*Position classification, job grade, and salary are based on human resources policies, qualifications, experience, applicant's current salary or federal pay grade, and preferred skills.

Position Overview

The financial analyst performs administrative, technical, and professional work related to financial activities of the court. This position is in the shared services division of the United States District Court for the District of Nebraska and supports the district clerk, bankruptcy clerk, and probation and pretrial services offices.

Representative Duties

- 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 duties that consist of receiving, reviewing, and entering court bills, invoices, and travel vouchers into the court's financial system and approve payment vouchers at first level. Verify figures, postings, and documents ensuring correct entry, mathematical accuracy, and proper coding.
- Perform accounts receivable duties that consist of reviewing judgments and entering case-related data into JIFMS, mapping joint and several cases, monitoring unclaimed, registry, and deposit funds, trustee accounts, TOP/BOP imports, canceled checks, and other finance-related actions.
- 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/agencies.
- Perform daily reconciliation of collections and deposit functions as the primary reconciliation deputy for bankruptcy and district court.

- Prepare monthly Citibank reports and monitoring activity and reporting delinquencies to the court unit executives. Notify cardholders of past due accounts and mitigate pre-suspension, suspension, or cancellation actions by Citibank. Order or cancel purchase and travel cards for court employees via CitiManager.
- Perform budgetary functions, including entering allotments, reprogramming funds, and reconciling the budget to financial system reports.
- Maintain, evaluate, and update the compliance/internal controls program to prevent fraud, waste, abuse, and mismanagement. Prepare and analyze a variety of audit and compliance-related documents and reports for executives, to include delegations of authority, separation of duties analysis, and mitigation of violations.
- Participate in the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial areas of assignment within the unit and court. Ensure compliance with external requirements imposed by law, Judicial Conference policy, and other policies and regulations.
- Act as a court representative on administrative and internal controls requirements and serve as a channel of communication to receive and direct compliance issues to the manager. Complete periodic audits of selected programs to ensure compliance with program requirements.
- Use a wide variety of manual and automated accounting systems and cash management tools. Collaborate with information technology staff to improve or develop programs to further assist with finance and accounting transactions and record-keeping. Assist and train other court employees in the use of these systems and tools.
- Perform other duties as assigned.

Qualifications

To qualify, prospective candidates must have two years of specialized experience or a bachelor's degree.

Education: High school graduation or equivalent is required. A bachelor's degree in accounting, finance, or business-related field from an accredited college or university is preferred. Completion of a bachelor's degree may be substituted for specialized experience.

Experience: Specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases. Experience using Microsoft Word, Excel, and Outlook preferred.

Application Process

Qualified applicants must submit an application package in PDF format including:

- A cover letter.
- A detailed resume that includes full educational background, continuing education, legal training, facilitation/presentation skills, second language/sign language

proficiencies, military service, community service/civic involvement, work with under-represented populations, and internships.

- Those with a bachelor's degree, a copy of the unofficial transcripts will be required as part of the application package.
- A complete AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>

All documents must be submitted in PDF format to: USDCHR@ned.uscourts.gov

Incomplete application packages, those not received in PDF format, and applications received after the closing date will not be considered.

Only applicants selected for an interview will be notified. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The Courts will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will be required for an applicant considered a finalist. As a condition of employment, the selected candidate will be subject to either an FBI fingerprint check or five-year background investigation with updates every five years thereafter, depending on the position classification. The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Applicants will not be asked about their criminal history prior to receiving a tentative offer of employment. Applicants completing the AO-78 Application for Judicial Branch Employment are not required to complete questions 18 through 20 regarding 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. 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 application information is subject to verification. An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the Courts are not included in the government's Civil Service classification but are under an excepted appointment and therefore serve at will. All judiciary employees are required to adhere to the [Judicial Code of Conduct](#). Applicants must be United States citizens or eligible to work in the United States. The Courts are equal opportunity employers and have a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Courts reserve the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

A generous benefits package is available and includes the following:

- Paid annual leave, 13 days per year during the first three years of federal service;

- accrual rate increases with additional years of service
- Paid sick leave, 13 days per year with unlimited accumulation
 - Federal holidays, 11 paid days per year
 - Federal Employees Health, Dental, Vision, and Life Insurance programs
 - Health Care Reimbursement Account
 - Dependent Care Reimbursement Account
 - Long Term Care Insurance
 - Thrift Savings Plan participation with up to 5% employer matching contributions
 - Federal Employees Retirement System
 - Flexible work schedule opportunities
 - Telework opportunities
 - On-site fitness facility
 - Paid parking (contingent upon availability of funds)
 - Employee Assistance Programs
 - Work Life Services and on-site Health Units at select locations
 - Virtual Learning through the Judiciary Online University
 - Student Loan Forgiveness for Public Service Employees

For a detailed review of benefits, click here: <http://www.uscourts.gov/careers/benefits>

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.