



United States Bankruptcy Court Western District of Louisiana Vacancy Announcement #2024-03

Position Title: Financial & Procurement Specialist

Location: Shreveport, LA

Classification/Salary: CL-23 – CL-27* (\$39,212 - \$94,338)

Opening Date: April 9, 2024

Closing Date: Open until filled (To ensure consideration, submit a complete application no later than May 10, 2024)

**Salary based on experience and qualifications. Career ladder position, promotional potential without further competition, subject to funding and need.*

Position Overview

The U. S. Bankruptcy Court for the Western District of Louisiana is accepting applications for a Financial & Procurement Specialist to work in the Shreveport Clerk's Office. A Financial & Procurement Specialist performs administrative, technical, and professional work related to the court's financial and accounting activities, including compliance with appropriate guidelines, court policies and internal controls. The Financial & Procurement Specialist assists the financial department in performing accounts payable and receivable duties. Reviews the accuracy of monies received and distributed by the court financial transactions and maintains required records in accordance with court policies and internal controls. Duties involve assisting in procurement and inventory activities through accurate record-keeping and tracking.

Duties and Responsibilities (not all-inclusive)

- Performs accounts payable and accounts receivable duties.
- Processes financial transactions and maintains required records in accordance with approved internal controls.
- Processes and pays bills and invoices incurred by the court unit.
- Receives, reviews, and processes travel vouchers. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Processes invoices from vendors and prepares payment vouchers in the automated financial management system (JIFMS).
- Ensures all appropriate documentation is attached to payment vouchers for procurement files and submission to the court's financial department for payment.
- Evaluates, verifies, processes invoices and reviews orders and payments for financial accuracy and adherence to appropriate guidelines, policies, and internal controls.
- Handles final disposition of property in accordance with Internal Controls and the Guide to Judiciary Policy.
- Coordinates work efforts with the financial unit and assists as backup in various financial areas, as required, while maintaining appropriate separation of duties.

- Oversees copier maintenance issues, including coordinating for repairs.
- Reports maintenance and repair problems to the General Services Administration.
- Escorts vendors, such as movers, delivery staff, and document shredding crew, when working in the courthouses.
- Tracks, receives, checks and delivers ordered supplies and materials.
- Completes any special projects as needed.
- Some physical lifting and movement of boxes, furniture, and equipment may be required.
- Travel between divisional offices is required. The position also requires occasional travel outside the district to attend training, meetings, and conferences.
- Performs other duties as assigned.

Qualifications

Compensation and classification levels will be set based on the work experience, qualifications, and salary history of the successful candidate. A bachelor's degree in accounting, finance, or a related field from an accredited college or university is preferred.

To qualify for the CL-23 or above for the Financial & Procurement Specialist position, an applicant must be, at a minimum, a high school graduate or equivalent with three years general experience or a bachelor's degree from an accredited college or university.

To qualify for the CL-25 or above, the candidate must possess a minimum of one year of specialized experience or a bachelor's degree from an accredited college or university.

To qualify for the CL-27, the candidate must possess two years of specialized experience or a bachelor's degree from an accredited college or university with superior academic achievement.

General experience is progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and administrative knowledge for accomplishing the financial and procurement work and the ability to analyze, assess, and resolve problems and possesses the knowledge, skills and ability needed to perform the duties of the position.

Specialized experience is 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 the rules, regulations and terminology of financial administration.

The successful candidate must be a self-starter and detail-oriented. Candidate must also be highly organized and discreet, possess good judgment, poise, and initiative, and maintain a professional appearance and demeanor. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with individuals within and outside the court. Must have a demonstrated ability to work harmoniously with others in a team environment and exhibit professionalism at all times.

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate is required to undergo a complete

background investigation, including criminal history, credit history, and FBI fingerprinting. The appointment will be provisional, contingent upon the favorable employment suitability determination. The selected candidate will be subject to updated background investigations every five years.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the [Judicial Code of Conduct](#). Court employees are under "Excepted Appointments" and are considered "at will." Federal Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other federal government employees, depending on the appointment type. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

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 employment.

Benefits: The U.S. Bankruptcy Court offers a generous benefits package. Benefits include annual and sick leave, paid holidays, health, dental, vision, life insurance, flexible spending plans, retirement, and immediate matching Thrift Savings Plan.

Application Procedures and Information: To be considered for this position, applicants are required to submit the complete application packet in a portable document file (PDF) format.

- 1) Cover letter summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information of three (3) professional references; and,
- 4) Form AO-78-Application for Judicial Branch Employment available at www.lawb.uscourts.gov/employment.

Applications will not be considered complete until all items listed above have been received by Human Resources. Submit the completed application packet in **pdf format** via email with the subject line "HR Confidential" **2024-03** to lawbhr@lawb.uscourts.gov

Only candidates selected for an interview will be contacted. Candidates selected for interviews must travel at their own expense. Multiple positions may be filled from this announcement. The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The United States Bankruptcy Court is an Equal Opportunity Employer