



David D. Zimmerman
Clerk of Court

Kansas City Division

500 State Ave. (161)
Kansas City, KS 66101

Topeka Division

444 S.E. Quincy St. (240)
Topeka, KS 66683

Wichita Division

401 N. Market St. (180)
Wichita, KS 67202

Notice of Vacancy Announcement

UNITED STATES Bankruptcy Court District of Kansas

Position:	Financial Specialist
Number of Positions:	One
Classification Level:	CPS CL 26
Salary Range:	\$42,199 – \$68,639*
Location:	Wichita, Kansas
Opening Date:	June 17, 2014
Closing Date:	July 1, 2014
Vacancy Number:	WI14-8

* Starting salary commensurate with qualifications, experience, and education.

POSITION OVERVIEW:

The Financial Specialist performs and coordinates administrative, technical, and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. Duties will include preparing, updating, and analyzing a variety of accounting records, financial statements and reports; accounts payable and accounts receivable activities; and assisting with budget preparation. This position will closely monitor daily fund balances, including reprogramming and transferring funds when necessary. Financial Specialist will train and mentor another staff member to act as a back-up to this position.

QUALIFICATION REQUIREMENTS:

MINIMUM REQUIREMENTS:

The selected candidate must have at least one year of 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.

DESIRED QUALIFICATIONS:

A bachelor's degree with an emphasis in business or accounting, together with financial experience in a public sector environment and knowledge of the judiciary's financial policies and procedures, are highly desirable.

TO APPLY:

To apply for this position, please submit the following items: 1) a cover letter, 2) a chronological resume, and 3) a Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form by e-mail to: ksb_recruitment@ksb.uscourts.gov

The application form is available on the court's web site under "Court Information" then the "Employment Opportunities" tab at: <http://www.ksb.uscourts.gov/>

Incomplete applications will NOT be considered. Applicants who are federal court unit employees within the District of Kansas only need to submit a cover letter and resume.

EMPLOYEE BENEFITS:

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.
6. Choice of healthcare coverage, including dental & vision coverage.
7. Life insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free parking.
13. Free onsite fitness center.

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

***** THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER *****