

U.S. Bankruptcy Court
Southern District of New York
One Bowling Green
New York, NY 10004

Position Announcement

Classification Level: CL 25

Salary Range: \$50,870 - \$82,717

Location: New York, NY

Opening Date: Wednesday Nov 30, 2022

Closing Date: Open until filled, preference given to applications received by Dec 20, 2022

Number of Positions: One

Vacancy Number: 22-11

Job Type: Full-Time

Position Overview:

The United States Bankruptcy Court and for the Southern District of New York is seeking a detailed oriented individual who possesses skill and accuracy with numerical calculations, knowledge of automation financial systems, and excellent customer service skills. This position reports to the Budget & Personnel Specialist. Opportunity for future promotion.

Representative Responsibilities:

- Performs accounting tasks for all monies paid into the court.
- Performs accounting tasks for monies disbursed by the court including money paid to various agencies and individuals in satisfaction of court orders.
- Maintains and analyzes accounting records consisting of a cash receipt journal, registry and deposit fund, various subsidiary ledgers, and other records necessary to properly account for the revenues and payments of the court.
- Coordinates with judges and their staff, as well as the Clerk of Court and staff regarding all financial transactions.
- Processes receipts and deposits in appropriate accounts.
- Receives, reviews and prepares payment vouchers received, and enters data into the automated accounting system.

Skills/Qualifications:

- One year of specialized experience equivalent to classification level CL 24.
- Applicant must have a high school diploma or equivalent.
- Two years of accounting and/or cashiering experience, and data entry skills.
- The ability to manage multiple priorities with strong organizational skills.
- Excellent interpersonal skills and the ability to work with the public.
- Effectively communicate both orally and in writing.
- Proficiency in keyboard and computer skills.
- Dependability and reliability are a must.
- **Prior Bankruptcy Court financial experience preferred.**
- College degree preferred.

Benefits:

Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Commuter subsidies for public transportation to and from work.

Information for Applicants:

Must be a U.S. citizen or a lawful permanent resident with authorization to work in the United States who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements. As a condition of employment, the successful candidate is required to undergo an FBI background check. The Federal Financial Reform Act requires direct deposit of federal wages for employees.

Employees of the court are considered "at will." "At will" generally means that an employee may be terminated with or without notice, and with or without cause (i.e., without providing a reason). For judiciary employment, "at will" also means that employees are in the excepted service, not the competitive service; not covered by a statutory merit system or other regulatory job protections; without appeal rights to the Merit Systems Protection Board; and without property interest in their employment positions.

HOW TO APPLY:

Applications should be submitted to NYSB_HR@nysb.uscourts.gov. Documents must be in Microsoft Word or PDF format, and the email should reference the position you are applying for. Complete applications must include the following:

1. Cover Letter – Address how your background, skills, and experience meet the qualifications listed.
2. Resume – Include key career accomplishments.
3. A completed application for Federal Judicial Branch Employment (AO78) from <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer.