



**James T. Foley U.S. Courthouse**  
**445 Broadway**  
**Suite 330**  
**Albany, NY 12207**

#### **Benefits**

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Retirement Benefits
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government matching contribution
- Paid Parental Leave

Optional Benefits Include:

- Health Insurance
- Life Insurance
- Dental and Vision Insurance
- Disability Insurance
- Long Term Care Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.



The U.S. Bankruptcy Court for the  
Northern District of New York is an  
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## **U.S. Bankruptcy Court – Northern District of New York**

### **Career Opportunity 23-ALB-04**

#### **Financial/Procurement Specialist**

**Position Type:** Full Time Regular  
**Salary Range:** CL 26 (Salary Range \$51,590 - \$83,842)  
Salary commensurate with qualifications and experience.  
Promotion potential to CL 27 (Salary Range \$56,666 - \$92,143) without further advertisement  
**Open Date:** 8/28/2023  
**Close Date:** Open until filled with preference given to applications received by 9/11/2023  
**Location:** James T. Foley U.S. Courthouse, Albany, NY

The Clerk of the United States Bankruptcy Court for the Northern District of New York is seeking a full-time Financial/Procurement Specialist. The Financial/Procurement Specialist performs administrative, technical, and professional work related to financial accounting, purchasing, internal controls, property management, and budgetary activities for the Court ensuring compliance with appropriate guidelines, policies, procedures, and internal controls. This position reports to the Administrative Supervisor. Occasional work outside of normal work hours and some travel required.

#### **REPRESENTATIVE DUTIES**

The Financial/Procurement Specialist:

- Assists with the formulation, evaluation, and implementation of policies, procedures, and protocols related to finance, procurement, internal controls, property management, and budgetary operations throughout the Court.
- Maintains, reconciles, and analyzes accounting records, consisting of a cash receipts journal, registry funds, and deposit funds as well as subsidiary ledgers for fiscal records.
- Reviews and performs accounts payable and accounts receivable duties; is responsible for the accuracy and accountability of monies received and disbursed by the Court.
- Reconciles daily receipts and processes refunds, trustee payments, and unclaimed funds disbursements on a recurring basis.
- Ensures compliance with internal controls related to transactions/activities in the areas of finance and procurement.



**James M. Hanley U.S. Courthouse  
And Federal Building**  
100 South Clinton Street  
Syracuse, NY 136

### **How to Apply**

Qualified Candidates must submit the following:

- Cover letter.
- Resume detailing qualifications and experience.
- Names, addresses, and phone numbers of three professional references.
- Completed AO78 Application for Judicial Branch Employment <http://www.jobs@nynb.uscourts.gov>
- Please submit all documents in a single .pdf file to:



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- Assists with annual self-assessments and cyclical audits.
- Prepares travel authorizations and reviews travel vouchers for payment for judges, chambers staff, and Clerk's Office staff according to established judiciary guidance and GSA reimbursement rates.
- Creates payment authorization transactions in the automated financial management system (JIFMS) for various disbursement types (e.g. travel reimbursements, purchase and travel card purchases, invoices, IPAC payments) and serves as a first level approver responsible for ensuring that all payment requests are legal, proper, and correct.
- Procures supplies, equipment, services, and furnishings from government and nongovernment sources through new contracts, competitive bids, GSA schedules, and existing judiciary and government wide contracts.
- Plans and coordinates deliveries.
- Performs projects of an analytical or administrative nature as requested by the Clerk, judges, or the Administrative Supervisor.
- Participates in other projects or cross-training within the Clerk's Office as required.
- Evaluates requests for goods and services by ensuring they are allowable under applicable policies and verifies funding availability.
- Issues purchase orders and prepares/maintains spreadsheets and data bases to track purchases. Evaluates and monitors contract performance to ensure compliance.
- Completes initial and ongoing training for Contracting Officer Certification Program Levels 1 and 3.

## **REQUIRED COMPETENCIES**

**Teamwork:** The Financial/Procurement Specialist follows-through on assignments to meet Clerk's Office goals, willingly assists others, collaboratively works in group situations, willingly shares information, shows support, and promotes office decisions and initiatives, displays respect for others including those with contrasting views and contributes suggestions to further the Court's mission.

**Job Knowledge:** The Financial/Procurement Specialist understands duties and responsibilities and applies that knowledge effectively; adheres to standards, directives, and instructions and understands how individual job performance furthers organizational objectives; exhibits willingness and insight to pursue developmental opportunities in order to expand job-related skills and knowledge; works independently and stays abreast of changing policies and procedures.

**Quality of Work:** A Financial/Procurement Specialist must be accurate and thorough, pay attention to detail, and meet deadlines. Assignments must be



**Alexander Pirnie U.S. Courthouse  
and Federal Building**  
10 Broad Street  
Utica, NY 13501



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completed in accordance with instructions and be compliant with governing procedures, rules, and regulations.

**Dependability:** A competent Financial/Procurement Specialist is consistent, responsive, and reliable; prioritizes and manages time effectively; accepts responsibility for one's own actions and possesses professional maturity when working with others; demonstrates follow through and accomplishes the best possible results; exhibits stewardship through punctuality, attendance, and effective use of resources and work time.

**Written and Oral Communication:** The Financial/Procurement Specialist is able to (i) communicate effectively (orally and in writing) with individuals and groups to provide financial information and reports in an understandable format, (ii) communicate with requesters and vendors to determine actual needs, (iii) evaluate whether proposed purchases will meet those needs, (iv) interact effectively with others, providing customer service, (v) resolve difficulties while complying with regulations, rules, and procedures, and (vi) provide and exchange accurate and timely information with individuals within and outside of the Court.

**Information Technology/Automation:** The Financial/Procurement Specialist is able to (i) gain proficiency in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems, databases, and systems used for tracking inventory, preparing purchase orders, and other systems related to budget, finance, accounting, and procurement activities, and (ii) develop an understanding and knowledge of the relationship between databases and financial programs and use that knowledge to identify the causal effects between accounts and systems.

## MINIMUM QUALIFICATION STANDARDS AND EDUCATION SUBSTITUTIONS

To qualify for the classification level 26, an applicant must be a high school graduate, or equivalent and have at least two years of specialized experience, or a bachelor's degree from an accredited four-year college or university. The candidate must have excellent computer proficiency, including the willingness and ability to learn the Court's software programs and applications.

## PREFERRED QUALIFICATIONS

- Prior financial, budget, or procurement experience in a federal court, federal agency, or legal environment is highly desirable;
- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business, or related field; or



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- Training in or a working knowledge of procurement and accounting procedures and demonstrated computer skills.

## ADDITIONAL INFORMATION

- Applicants must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the U.S. Court's web site at [Career Citizenship Requirements](#) for additional information on citizenship requirement.
- Positions in the Federal Judiciary are excepted service appointments and are considered "at will" and can be terminated with or without cause.
- Employment is subject to a satisfactory background investigation, which includes fingerprint and record checks. Unsatisfactory results may result in termination of employment.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level. The first year of service will be probationary.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.
- Relocation assistance is not available.
- The Federal Financial Management Reform Act requires direct deposit of federal wages. The individual selected for this position must sign up direct deposit for payment of salary.
- Only candidates selected for interview will be contacted. Candidates for interviews must travel at their own expense.