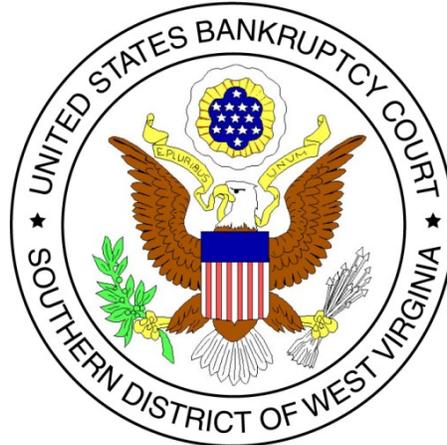


# UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF WEST VIRGINIA



## Notice of Vacancy\*

Announcement # 21-03

\*Applications and required documents, which can be submitted via mail or email, must be received no later than 5:00 p.m. on APRIL 9, 2021.

**BUDGET & PROCUREMENT ADMINISTRATOR**  
**Closing Date: APRIL 9, 2021 by 5:00 p.m.**  
**Salary Range \$73,693 - \$141,569 (CL 29-30)**

(The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the United States Courts. This is a full-time permanent position with promotion potential up to CL 30 without further competition.)

The United States Bankruptcy Court for the Southern District of West Virginia is focused on providing exceptional service to the court, members of the legal community and the general public. The Bankruptcy Court provides a professional, fair and efficient public forum for both individuals and business enterprises needing protection under the Nation's bankruptcy laws and provides related services in a manner that is considerate and equitable to all parties in interest.

We are seeking applicants for a full-time **Budget & Procurement Administrator**. The open position is in the Bankruptcy Clerk's office in Charleston, West Virginia.

The Budget & Procurement Administrator reports directly to the Clerk of Court.

## **Representative Duties\***

Duties include, but are not limited to the following:

- Manage, analyze, administer, and process the decentralized budget for the agency utilizing the Judiciary Integrated Financial System (JIFMS). Confer with the Clerk of Court to formulate, plan, and execute the annual budget and long-range budgetary plans.
- Serve as primary liaison to the Administrative Office of the U.S. Courts (AO) on matters pertaining to budget and procurement. Develop and revise the annual budget estimate for activities of the agency. Research, compile, and summarize data concerning individual budget object codes and prepare, in conjunction with the Clerk of Court, the annual spending plan.
- Conduct cost projections and create budget forecasts; monitor all funds; prepare financial and statistical summaries, detailed reports and Excel spreadsheets. Prepare periodic reports to be submitted to the Clerk of Court, staff and the AO. Prepare and submit reprogramming requests to the AO.
- Under the directive of the Clerk of Court, develop the initial annual spending plan and revise once the final fiscal year budget is approved. Monitor and track obligations and expenditures throughout the fiscal year. Verify that obligations and expenditures occur in accordance with the Guide to Judiciary Policy. Recommend or take action on reprogramming between budget object codes when funds are needed to cover increases in obligations.
- Prepare and coordinate the preparation of financial appeals or supplemental requests as necessary.
- Develop and prepare periodic reports for the Clerk of Court showing the effect of personnel actions on the current year and future year personnel projected allotments. Provide a proactive level of financial reporting to the Clerk of Court and senior management for tracking personnel expenditures in accordance with the policies of the Budget and Finance Advisory Council (BFAC).
- Reconcile the Infoweb Pay Projection System (iPPS) with payroll records from the AO. Develop staffing scenarios within iPPS in a manner consistent with directives from the Clerk of Court.
- Coordinate the procurement, purchasing and requisition functions that include preparing complex specifications and solicitations; negotiating contracts; preparing purchase orders and Reimbursable Work Authorizations (RWA's); monitoring outstanding purchase obligations; and ensuring all procurement actions are in compliance with Judiciary procurement policy.
- Oversee staff performing travel related duties that include booking airline reservations and assisting employees in preparing requests for reimbursement of travel expenses. Ensure all requests for reimbursement are submitted timely, include all required receipts and documentation, and are in compliance with Judiciary travel policy.
- Develop and administer, along with the Clerk of Court and Chief Deputy a system of internal controls to assure proper methods and procedures are followed in accordance with the Guide to Judiciary Policy. Oversee the maintenance of the

- Judiciary Integrated Financial Management System Internal Controls Evaluation (JIFMS ICE) program for the agency
- Act in a leadership capacity by providing assistance and assessment of current office practices associated with the related fields of responsibility, and the corresponding AO policies and procedures. Provide input on formulation, assessment and implementation of necessary office practices, procedures, and policies.
- Assist the Clerk of Court and Chief Deputy with the oversight and coordination of internal audits. Act as a primary liaison with outside auditors.
- Demonstrate and create an environment of teamwork, excellent customer service, and support for the agency and staff. Foster an effective level of communication and office morale among staff. Maintain confidentiality and interact tactfully with others, in and out of the court family.
- Perform other duties as assigned by the Chief and/or Deputy Chief\
- Operate a variety of office equipment.
- Communicate effectively orally and in writing with judges, chambers staff, court staff, the bar and the public.
- Provide backup coverage and perform other duties as assigned.
- Travel may be required.

### **Minimum Qualifications**

- An undergraduate degree from a college or university of recognized standing and a minimum of five years of post-graduate experience. Preferably at least three years of that experience must be in a court system, federal district court preferred, or in a legal work environment.
- Candidates must possess a minimum of five years of previous work experience including professional, administrative, technical, supervisory, or management experience that provided an opportunity to gain skill in developing interpersonal work relationships required to lead employees, the ability to exercise mature judgement, and knowledge of concepts of management, and the ability to understand the managerial policies applicable to the United States Bankruptcy Court. Must possess outstanding leadership, organizational, project management, and human relations skills, as well as excellent written and oral communication skills.
- Overall experience should include progressively responsible work assignments in an administrative, technical, professional capacity *that provided an opportunity to gain: (1) skill in developing the interpersonal work relationships (2) the ability to exercise mature judgment, and (3) thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the office.*
- Proficiency in the use of automated equipment and software including word processing and spreadsheet applications, requisite court computer programs, automated case management systems, financial records management systems and related databases and applications. Ability to apply knowledge of applicable

software and web-based applications and utilize them effectively to meet operational and project goals.

- Working knowledge of Microsoft Office.
- Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential. The successful candidate must have strong leadership qualities and initiative and be able to manage change and articulate management priorities. An ability to identify and resolve problems, to work effectively with both individuals and teams, and to interact courteously and professionally with high-level officials is also required. Person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines.

\*Representative Duties and Minimum Qualifications reflect those for the entry level position of Budget & Procurement Administrator.

### **Preferred Qualifications**

- A graduate degree from an accredited university in a field such as business or public administration, finance, accounting, political science, criminal justice, law, management, or other related academic discipline.
- Prior financial, budget, or procurement experience in a federal court and working knowledge of JIFMS is highly desired.
- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business or related field.
- Working knowledge of CM/ECF.
- In-depth knowledge of federal and local rules, court policies, and procedures, and an understanding of legal terminology.
- Demonstrated proficiency in problem solving, trouble shooting, and identifying alternative solutions.
- Demonstrated ability to make timely and effective decisions.
- A clear understanding of federal court and unit operations, roles, functions, and organizational structure, culture and dynamics is essential.
- Demonstrated knowledge of supervisory and employee management principles, and an understanding of performance management processes and principles, as well as employee rights, protections, and avenues of appeal.
- Demonstrated ability to use mediation and problem-solving skills when managing conflicts in the workplace.

### **Conditions of Employment**

Applicants must be United States Citizens or eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of a background investigation including a FBI fingerprint check. Judiciary

employees serve under “Excepted Appointments” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or employee with or without cause. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

### **Benefits**

The court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Court employees are not included in the government’s civil service classification. They are, however, entitled to the same benefits as other federal employees, including a leave accrual program, participation in the Federal Employees Retirement System, Thrift Savings Plan with a percentage of contributions matched, choice of health benefit plan from several options, dental, and vision insurance, life insurance, long-term care insurance, flexible spending account for medical and/or dependent care expenses on a pre-tax basis, and subject to financial appropriation, periodic salary increases.

### **Application Procedure**

To be considered for this position please submit:

- A resume detailing your education and experience.
- A cover letter indicating the position you are applying for and identifying how your education and/or experience relates to the duties and responsibilities of the position.
- A completed Application for Judicial Branch Federal Employment, AO 78 form, which is available at: <http://www.wvsb.uscourts.gov/>

Complete applications that are timely filed will be considered first and incomplete or late applications may not be considered. Required documents can be submitted via mail or email and must be received no later than 5:00 p.m. April 9, 2021. If submitting via email, please include all required documents in pdf format, preferably in one document, to [WVSB\\_HR@wvsb.uscourts.gov](mailto:WVSB_HR@wvsb.uscourts.gov). If sending via mail, please submit all required documents to:

Attn: Bankruptcy Human Resources,  
U.S. Bankruptcy Court Clerk’s Office, Room  
3200 300 Virginia Street, East  
Charleston, WV 25301

Due to the anticipated volume of applicants, only those candidates in consideration for this position will be contacted. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

**The United States Bankruptcy Court for the Southern District of West Virginia  
is an Equal Opportunity Employer and values diversity in the workplace**