U.S. Bankruptcy Court
Western District of Wisconsin
Career Opportunity

Position:	Financial Specialist—Repost 10/7/06 This position was originally posted as Administrative Specialist and is now posted as Financial Specialist. The duties remain the same. Applicants who applied under the original posting do not need to reapply.
Vacancy Number:	26-13
Location:	Madison or Eau Claire, Wisconsin Remote flexibility may be considered on a case-by-case basis for highly qualified candidates outside the commuting area.
Salary:	CL 26 ($54,372-$88,366) depending on qualifications *
Promotion Potential:	Position is promotion eligible to CL 27 without further competition.
Date Re-Posted:	October 7, 2026
Closing Date:	Open until filled. Preference given to applications received by **October 18, 2026**

*Transfers will be considered with the potential for a match to current classification level.

The Federal Judiciary is a separate and independent branch of government, distinct from Executive Branch agencies. Judiciary employees serve the federal courts in the administration of justice in a nonpartisan environment that is substantially insulated from Executive Branch oversight and policy shifts.

Position Summary

This full-time permanent position is located in the Bankruptcy Court clerk's office in Madison or Eau Claire. Remote flexibility may be considered on a case-by-case basis for highly qualified candidates outside the commuting area. The Administrative Specialist performs and coordinates administrative, technical and professional work related to financial, accounting, procurement and travel activities of the court, including ensuring compliance with appropriate guidelines, policies and internal controls. The incumbent prepares, updates and analyzes a variety of accounting records, financial statements and reports, performs accounts payable and accounts receivable activities, reviews the accuracy of monies received and disbursed by the court and processes financial transactions. The hours for this position are 8:00-4:30 Monday-Friday.

Summary of Representative Duties and Responsibilities

- Maintain, reconcile and analyze accounting records, consisting of a cash receipts journal, registry fund and deposit fund as well as subsidiary ledgers for allotments and other fiscal records while complying with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, and internal controls guidelines.

- Perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court.
- Prepare, update, analyze and submit a variety of regular and non-standard reports as requested by court units, Administrative Office, US Treasury, financial institutions or other organizations or agencies.
- Maintain spreadsheet formats and programs for analyzing financial information for the court.
- Performs reconciliation of monies deposited, transferred and disbursed by the court unit.
- Coordinate travel and review and process travel authorizations and vouchers. Check figures, postings and documents for correct entry, mathematical accuracy and proper codes. Communicate with individuals to respond to questions, problems or insufficiencies with voucher submissions and the status of payment of vouchers. Maintain court unit's travel guidelines.
- Use automated programs (JIFMS, JFinSys, and ECF) to record, store and track information.
- Adhere to appropriate internal controls for disbursement, transfer, recording and reporting of monies. Assist with the oversight of financial operations to ensure compliance with guidelines, procedures and policies established by the Administrative Office and court unit.
- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions and policies. Negotiate with vendors for the best price for contracted services and purchases. Prepare requisitions and purchase orders. Procure authorized supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Maintain purchasing records. Check deliveries against purchase orders for type, quantity and condition to confirm accuracy and deploy goods as needed. Prepare receiving reports. Prepare spreadsheets and maintain databases to track expenditures. Adhere to the court's internal control procurement procedures.

Other duties as assigned.

Qualifications and Requirements

- High school graduation or equivalent required. College degree in accounting, finance, business or related field preferred.
- Experience in accounting or finance, and knowledge of financial accounting principles required.
- Excellent computer skills, including proficiency in Excel and Word, as well as the ability to adjust to ever-changing technology.
- Knowledge and experience using automated financial systems to perform day-to-day activities.
- Skill and accuracy in working with numerical calculations.
- Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit.
- A familiarity with internal controls related to financial instrument handling.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment, act with diplomacy, and maintain confidentiality.
- Excellent interpersonal and communication skills in communicating with various internal and external individuals, as well as establishing and maintaining good relationships with outside

contacts. Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds.

- Excellent organizational skills, including ability to manage multiple projects and priorities within strict deadlines. Ability to adjust priorities quickly as circumstances dictate.
- Ability to understand and accurately carry out detailed and complex instructions while managing tight deadlines and conflicting priorities.

Minimum Qualifications and/or Educational Requirements

For CL 26, the applicant must have a minimum of two years of specialized experience in addition to two years of generalized experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

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 provides knowledge of rules, regulations and terminology of financial administration.

The classification level will depend on the nature and extent of the specialized experience. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title office, and corporate headquarters or human resources/payroll operations. Education may not be substituted for the specialized experience.

Court Preferred Attributes

The ideal candidate will demonstrate personal characteristics that include: a professional demeanor, integrity, a strong work ethic, the ability to maintain confidentiality, and the ability to work as part of a team. In addition, the candidate is expected to be organized and detail-oriented; readily able to accept accountability for work product; flexible; and tactful. Government financial office experience is highly desired.

Benefits

Federal benefits include paid vacation and sick leave, (11) paid holidays, and retirement benefits. Optional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Please visit the U.S. Courts Careers page for more details.

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon an FBI fingerprint background check. This is considered a high-sensitive position. A ten-year background investigation is required in addition to the fingerprint check. Employees in this position are subject to updated background investigations every five years. Retention depends on a favorable

suitability determination. Applicants must be U.S. citizens or eligible to work in the United States. Employees must use Electronic Fund Transfer (ETF) for payroll deposit.

The Court requires employees to adhere to the Code of Conduct for Judicial Employees.

Notice to Applicants

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Procedures for Applying

Please use the link below to apply.

HR Employment Application System

Complete the information fields and attach the following:

- Cover letter detailing your interest in the position and your preferred duty station location
- Resume
- Three professional references
- Judicial Branch Federal Employment Application (AO78). The AO78 is located in the above link.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense. Virtual interviews may be considered on a case-by-case basis.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer