

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**



VACANCY ANNOUNCEMENT

Position: Financial Specialist
Salary Range: CL 26 \$55,752 - \$90,608 (Based upon qualifications)
With promotional potential to CL 27 (\$61,248 - \$99,561)
Opening Date: March 13, 2026
Closing Date: March 27, 2026

Position Overview: This position is located in the Bankruptcy Court's Clerk's Office in St. Louis, Missouri. The Financial Specialist performs and coordinates administrative, technical, and professional work related to financial, accounting, and procurement activities of the court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The position reports to the Administrative Manager.

Representative Duties and Responsibilities: Responsibilities include managing daily operations of accounting functions; maintaining and analyzing accounting records, consisting of cash receipts journal, registry fund and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records; developing procedural manual for Court financial activities; assisting in the development of a system of internal controls; preparing and analyzing a variety of financial reports for the Court, Administrative Office of the U. S. Courts, and other judicial agencies.

Qualifications and Educational Requirements: Bachelor's degree is required. The applicant must possess a thorough knowledge of accounting practices and procedures, as well as the ability to analyze financial operations and develop recommendations for improvements. Computer proficiency in a Windows environment is required. Familiarity with automated financial systems is preferred. The applicant must have the ability to interpret applicable legislation in addition to ensuring adherence to the Guide to Judiciary Policy regarding financial and procurement issues. Proven ability to work in a multi-task, technologically advanced environment is required. The applicant must have excellent written and verbal communication skills and possess a mature, responsible, well-organized, and team-oriented approach to addressing the numerous challenges inherent in the work environment. Qualified applicants must be able to demonstrate a history of successful interactions with judicial officers, senior management, bankruptcy practitioners, other federal agencies, and the general public.

Specialized Experience - Progressively responsible experience that is in, or closely related to, the work of the position which provided knowledge of the rules, regulations, practices and principles of financial and procurement administration and/or accounting; experience which reflects ability of applicant to work independently, utilizing analytical and detail-oriented skills; and experience involving the routine use of automated software for word processing, data entry, spreadsheets or databases and report generation.

Employee Benefits: The U. S. Bankruptcy Court offers excellent opportunities for training and career development. Court employees are covered by the Court Personnel System (CPS). Leave accrual, health benefits, life insurance benefits and retirement benefits are comparable to civil service. This position is subject to mandatory electronic fund transfer participation for payment of net pay. All employees are required to adhere to a code of conduct and the Court's policies and procedures. This Court is an equal opportunity employer.

How to Apply: Submit a completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>), a detailed resume and cover letter to: hr@moeb.uscourts.gov