



**United States Bankruptcy Court  
District of Delaware**  
824 Market Street  
Wilmington, DE 19801  
[www.deb.uscourts.gov](http://www.deb.uscourts.gov)

**Career Opportunity**  
Vacancy Announcement #19-01

**Position:** BUDGET ANALYST

**Position Type:** Full-Time-Permanent

**Number of Positions:** One

**Salary Range:** CL-28 (\$63,391 - \$79,239)  
(Depending on Qualifications)

**Duty Location:** 824 North Market Street, Wilmington, DE 19801

**Opening Date:** December 18, 2018

**Closing Date:** Open Until Filled

**Position Overview:**

The Budget Analyst is responsible for all budget activities of the Bankruptcy Court, including development and implementation of local court budget policy, development of budget requests, administration of the local court budget, monitoring court spending for compliance with budgetary requirements, advising court managers on budgetary matters, and preparing budgetary reports for management.

**Duties & Responsibilities include but are not limited to:**

Works collaboratively with the Clerk of Court and Chief Deputy on the overall administration of the budget including, but not limited to, budget planning, creation, and justification; policy development; and budget execution.

Effectively manages the annual budget in a decentralized budgeting environment.

Ensures adherence to the *Guide to Judiciary Policy* for all budget practices. Assists with the formulation, evaluation, and implementation of policies, procedures, and protocols related to

budgetary evaluation. Analyzes and interprets legislation, directives from the Administrative Office of the US Courts ("AO"), court rules, and orders of the Chief Judge affecting the court's budget.

Prepares and/or coordinates the preparation of written budget justifications and the preparation of appeals and supplemental requests for submission to the AO.

Creates the annual spending plan and reviews and updates it as needed throughout the budget year.

Analyzes total allotments to determine where shortfalls exist and where reprogramming actions can be taken based on historical and current data, trends, etc. Recommends and takes action on reprogramming between budget object codes.

Monitors and tracks obligations and expenditures throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures are in accordance with the spending plan.

Prepares complex financial and statistical reports related to budgetary obligations and expenditures and projections for the same.

Prepares and submits all reports required by the AO to the appropriate office in a consistent and timely manner.

Adheres to the Internal Control Procedures and the Internal Operating Procedures in monitoring and executing the budget. Maintains a Court Unit Budget Organization Plan that documents procedures relating to the management, planning, formulation, and execution of the budget.

Performs the day-to-day budget management functions within the Judiciary's electronic accounting system.

Reviews vouchers for payment of appropriated and non-appropriated funds.

Maintains and monitors the Personnel Projection Systems (iPPS) used to project salaries and performs the bi-weekly reconciliation process.

Reliably advises unit executives on staffing, costs, cost projections and related issues to achieve unit goals.

Performs projects of an analytical or administrative nature as requested by the Clerk or Court and/or Chief Deputy.

**QUALIFICATIONS - REQUIRED:**

A minimum of two years of progressively responsible, successful, and substantive budget or financial administration.

Experience in the use of Microsoft Excel

Motivated, self-directed person who presents a professional demeanor, possesses strong office and organizational skills as well as excellent oral and written communication skills.

Ability to manage multiple projects and priorities.

**QUALIFICATIONS - PREFERRED:**

A Bachelor's or Master's Degree from an accredited college or university in a related field of academic study, such as Accounting, Business Administration, Finance or Economics.

Five plus years of budget preparation and management

Applied knowledge working with financial and budget software programs.

Specific experience working with Judiciary programs such as JIFMS, iPPS, and InfoWeb.

Experience in a federal court environment and/or experience with specialized applications designed for the federal courts.

**Conditions of Employment:**

Must be a U.S. citizen, who is eligible to work in the United States. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required. Applicants selected for interviews must travel or relocate at their own expense.

**Benefits:**

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, include the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

**Application Procedure:**

Qualified applicants may apply via email to [deb\\_jobs@deb.uscourts.gov](mailto:deb_jobs@deb.uscourts.gov) Applications must contain: - a (1) cover letter; (2) chronological resume that details experience and qualifications; and (3) a completed Application for Judicial Branch Federal Employment (Form AO78),

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. No phone calls will be accepted. Only qualified applicants will be considered. Incomplete applications will be not be considered.

**The United States Courts is an Equal Opportunity Employer.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date if a closing date is shown, any of which actions may occur without prior written notice or other notice.