



U.S. BANKRUPTCY COURT WESTERN DISTRICT OF TENNESSEE

Vacancy Announcement: 26-03

Position: Finance and Procurement Technician

Location: Memphis, TN

Position Term: Full-time / This appointment is for one year and one day. This position may be converted to a permanent appointment with promotion to CL 25.

Salary Range: CPS / CL 24 (\$44,701 - \$72,654) *Salary dependent upon qualifications and experience.

Closing Date: May 18, 2026. (Submissions received April 30 – May 1 will receive priority review.)

Position Overview

The United States Bankruptcy Court for the Western District of Tennessee is accepting applications for the position of Finance and Procurement Technician. The Finance and Procurement Technician performs various functions within the Clerk's office.

Representative Duties

- Assist in maintaining, reconciling, and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court.
- Assist in the preparation, update, examination, and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies.
- Review less complex vouchers for payments related to expenses incurred by the court for appropriateness of payment. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist in training other financial clerks in the use of financial systems and tools.
- Count monies received and process receipts and deposits in appropriate bank accounts. Conduct quality reviews and provide training to Intake clerks regarding practices and procedures for financial transactions.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with other financial deputies in the financial unit and comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

- Receive purchased supplies and verify deliveries against packing slips. Check deliveries and invoices against purchase orders for type, quantity, and condition.
- Assist with follow-up to customers and vendors, such as clarifying requests or expediting orders.
- Assist Procurement Specialists in locating supplies from re-determined vendors.
- Maintain and update paper and electronic files of vendors.
- Perform other duties as assigned.

Minimum Qualifications

- Applicants must be a U.S Citizen or eligible to work in the United States.
- To qualify for the Finance and Procurement Generalist position, an individual must be a high school graduate or equivalent, have an Associates degree and two years of general experience and one year of specialized experience.
 - General Experience – Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. The applicant must possess knowledge of accounting practices and procedures, as well as the ability to analyze financial operations. Computer proficiency in a Windows environment is required.
 - 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 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.
- Applicants must possess excellent communication skills, unquestioned integrity, and trustworthiness; the ability to maintain confidentiality, demonstrate mature problem-solving skills and judgment in handling sensitive material; exhibit a professional and positive demeanor; possess a can-do attitude a willingness to learn beyond the scope of their duties; have a customer focused attitude and the ability to work independently.

Benefits

Full-time employees of the United States Bankruptcy Court are eligible for a full range of benefits to include paid vacation and sick leave, 10 paid holidays per year, and retirement benefits to include a defined contribution program and 401(k)-styled program (Thrift Savings Plan [TSP]), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

How to Apply

Qualified candidates must submit a cover letter (include position number), resume, AO78 Judicial Application, names of three professional references with addresses and phone numbers. The cover letter should be addressed to Ms. Cindy Coady, HR Specialist, and

describe your work experience as it pertains to this position. The resume should include the years of specialized experience including dates of employment, education, and salary history.

- Please submit resume and cover letter, and AO78 via e-mail in a single PDF file to: employment@tnwb.uscourts.gov
- To complete the AO78, Judicial Application for Employment click on the link: https://www.tnwb.uscourts.gov/PDFs/CourtInfo/Jobs/AO_078-08-2024_1.pdf

Information for Applicants

- Applicants must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- Selectee for this position is subject to a high-sensitive background check as a condition of employment.
- The Court reserves the right to modify the conditions within or to withdraw the job announcement.
- Incomplete applications will not be considered.

Additional Information

- Judiciary employees are “at will” employees; therefore, can be removed from this position at any time. Employees must adhere to the Code of Conduct and may be removed from this position at any time if the employee fails to perform at a satisfactory level. The first year of service will be probationary. [Code of Conduct for Judicial Employees.](#)
- Relocation assistance is not available. Candidates for interviews must travel at their own expense.

The United States Bankruptcy Court is an Equal Opportunity Employer.