

D. SIMS CRAWFORD
CHAPTER 13 STANDING TRUSTEE
NORTHERN DISTRICT OF ALABAMA
SOUTHERN DIVISION
P.O. Box 10848
Birmingham, Alabama 35202-0848
(205) 323-4631
(205) 252-0239
www.ch13bham.com

POSITION ANNOUNCEMENT

POSTTION: Audit Clerk

TERM: Full-time Employment

LOCATION: Birmingham, Alabama

OPENING DATE: November 16, 2015

CLOSING DATE: November 30, 2015

SALARY RANGE: \$32,610 - \$36,110 subject to work experience, education, and other factors.

The Audit Clerk position is a full-time position located in the offices of D. Sims Crawford, Chapter 13 Standing Trustee for the Northern District of Alabama, Southern Division (Birmingham, Alabama). The position requires basic accounting knowledge and skills, and having or learning basic knowledge in the laws and rules governing consumer bankruptcy. The Audit Clerk position audits the Trustee's administration of Chapter 13 bankruptcy cases assigned to him by the U.S. Bankruptcy Court for the Northern District of Alabama, Southern Division.

Representative Duties

The Audit Clerk audits claims, pleadings, orders, and other documents to facilitate the proper administration of Chapter 13 cases assigned to the Trustee. Responds to inquiries by parties in interest and furnishes information where appropriate. Retrieves voice mail and email messages at least twice per day. Responsible for other duties that may be assigned by the Comptroller or the Trustee.

Information for Applicants

Applicants must have some background and experience in accounting, and must be able to accurately audit a transaction trail. Applicants are preferred to have but are not required to have some work experience in the field of bankruptcy law. Applicants must be responsible, tactful, possess good judgment and initiative, be able to work harmoniously with others in a team-oriented work environment, and be able to communicate effectively, both verbally and in writing. The selected applicant will be subject to a one-year introductory (probationary) period of employment and will be subject to "AT WILL" employment thereafter.

A knowledge/skills/abilities assessment may be required of applicants considered for personal interviews. Due to the fiduciary nature of the Trustee's duties, the applicant selected for hire will be required to complete an employment application, as well as a satisfactory criminal background check and credit check.

Work is performed in an office setting. It requires working with technical and light mechanical office equipment.

Benefits

Employees of D. Sims Crawford, Chapter 13 Standing Trustee are presently provided benefits including:

- Vacation leave depending on years of service.
- Sick, family, and bereavement leave depending on years of service.
- A minimum of ten paid Federal holidays per year.
- Participation in a retirement savings plan.
- Participation in a health and dental insurance plan.
- Participation in a life and disability insurance plan.
- Office parking.

Application

Applicants should email a detailed resume to audit@ch13bham.com. In the alternative, you may fax it to (205) 252-0239 or mail it to:

D. Sims Crawford
Chapter 13 Standing Trustee
Attn: Merideth Akers
P. O. Box 10848
Birmingham, AL 35202-0848

Resumes must be received no later than close of business November 30, 2015 to be considered. The Trustee will screen all resumes and will identify any well-suited applicants. Only the best-suited applicants may be invited for personal interviews. Relocation expense and interview expense reimbursements are not available.

D. SIMS CRAWFORD, CHAPTER 13 STANDING TRUSTEE,
IS AN EQUAL OPPORTUNITY EMPLOYER