

**D. SIMS CRAWFORD  
CHAPTER 13 STANDING TRUSTEE  
NORTHERN DISTRICT OF ALABAMA  
SOUTHERN DIVISION**

P.O. Box 10848  
Birmingham, Alabama 35202-0848  
(205) 323-4631  
Facsimile (205) 252-0239  
www.ch13bham.com

POSITION ANNOUNCEMENT

POSITION: Audit Clerk (Bar Date)

TERM: Full-time Employment

LOCATION: Birmingham, Alabama

OPENING DATE: June 4, 2010

CLOSING DATE: June 18, 2010

SALARY RANGE: \$28,500 – \$31,500; subject to work experience, education, salary history and other factors.

The position of Audit Clerk (Bar Date) 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). This clerical position requires the application of accounting and auditing principles, and assists the Trustee in administering Chapter 13 bankruptcy cases assigned to his office by the U.S. Bankruptcy Court. A detailed job description is attached hereto.

**Representative Duties**

The position reviews Chapter 13 plans, court orders, claims by creditors, and other documents in Chapter 13 bankruptcy cases, and audits their entry into the Trustee's case management software program. The position may also include the review of payments and other financial information related to bankruptcy proceedings. The position requires the use of basic accounting principles and an understanding of the bankruptcy process, as well as basic knowledge and skills in data entry, information technology, the use of personal computer software applications, and competency using a 10-key adding machine.

**Information for Applicants**

The Trustee encourages candidates with accounting or banking experience and education to apply, although these qualifications are not required. Candidates 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 orally 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:

- 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 submit via email a detailed resume and salary history to D. Sims Crawford, Chapter 13 Standing Trustee, at the following email address:

[applicant@ch13bham.com](mailto:applicant@ch13bham.com)

Resumes must be received no later than close of business June 18, 2010 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 reimbursements and interview expense reimbursements are not available.

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

**D. Sims Crawford  
Chapter 13 Standing Trustee  
Northern District of Alabama  
Southern Division**

**Job Description**

**Job Title:** Audit Clerk (Bar Date)

**Direct Report:** Comptroller

**Key Responsibilities and Duties:**

This position is responsible for auditing Chapter 13 bankruptcy cases after the governmental bar date, as well as other tasks related to the Trustee's case auditing duties and case closing duties. The governmental bar date occurs 6 months after the filing date of a debtor's Chapter 13 bankruptcy case. The audit clerk must review Chapter 13 plans, bench sheets, court orders, claims by creditors, case management records, and other documentation, and must make appropriate inquiries of Trusteeship staff regarding cases. With Trustee attorney approval, the audit clerk will prepare objections to claims, reports to court, and other pleadings for filing with the Bankruptcy Court, and will communicate via email, facsimile and telephone with attorneys representing Chapter 13 debtors or creditors. This position must retrieve voice mail and email messages at least twice per day and respond appropriately to inquiries.

The audit clerk is also responsible for other duties that may be assigned by his/her Supervisor or the Trustee.

**Job Requirements:**

Knowledge and skills with basic accounting principles. Knowledge and understanding of the bankruptcy process and an ability to apply bankruptcy rules to the duties of this position. Ability to extract pertinent information from bankruptcy petitions, pleadings, claims, court filings, and orders. Ability to perform duties and job functions using the Trustee's paperless system with the use of little or no paper. Ability to prepare and electronically submit pleadings and documents to the Bankruptcy Court on behalf of the Trustee. Basic knowledge and skills in the use of information technology and in the use of personal computer software applications. Ability to understand, interact with, and utilize the Trustee's case management software on a daily basis. Ability to audit, research, and verify the accuracy of a transaction trail. Ability to prepare correspondence for distribution to parties and entities outside the Trusteeship. Skill to accurately and courteously assist debtors, creditors, and attorneys with information and the resolution of issues where appropriate. A positive attitude with an emphasis on teamwork and on promoting harmony within the work environment.

Audit Clerk (Bar Date)

**Scope and Effect of Work:**

Accurate case audits and the timely completion of work are necessary for the proper administration and closing of Chapter 13 cases. Omissions, errors, or untimely completion of work could result in inaccurate administration and closing of cases. Such omissions, errors, or delays could also result in unnecessary work and added expense to the Trustee, the Court and others.

**Complexity:**

Difficult aspects of the duties include reviewing and extracting pertinent information from Chapter 13 plans, bench sheets, court orders, claims by creditors, case management records, and other documents. Other difficult duties include understanding and accurately auditing a transaction trail in a case.

**Work Parameters:**

Procedures are well established and repetitive. The Comptroller and other Supervisors are readily available to answer questions and provide guidance for this position. Daily work scheduling is left primarily to the employee with the expectation that tasks will be completed in a timely and accurate manner.

**Personal Interactions:**

Frequent contact with debtors, creditors, and attorneys. Frequent contacts with all employees of the Trusteeship.

**Environmental Demands:**

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

**Signature of Employee**\_\_\_\_\_

**Date**\_\_\_\_\_

**Signature of Trustee**\_\_\_\_\_

**Date**\_\_\_\_\_