



## JOB OPPORTUNITY

### UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

**Announcement No.:** 2023-21

**Position Location:** Washington, DC

**Position Information:**

Full-time, permanent, Excepted  
Service, one position available

**Area of Consideration:**

Open to all qualified sources

**Open Date:** October 30, 2023

**Closing Date:** Open Until Filled



*Our mission at the Clerk's Office is to  
fulfill the expectations of the public  
and the judiciary by providing  
exceptional service, while  
consistently upholding the  
administration of justice.*

**Position Title:**

Financial Director

**Grade/Salary Range:**

CL-29/30 (\$94,359 - \$181,228)

**How to Apply:**

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned, or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed, or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2023-21)  
333 Constitution Avenue, NW, Room 2712  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

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## ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Financial Director to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

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## JOB SUMMARY

This position is located in the United States District and Bankruptcy Courts for the District of Columbia Clerk's Office Administrative Services Division and reports to the Chief Deputy for Administrative Services.

The Financial Director performs professional and managerial work related to supervision and oversight of all aspects of the financial, procurement, facilities, and budget functions of the court, ensuring accuracy and completeness of data. The incumbent manages and oversees the court's financial support systems and services, develops and justifies budget requirements, executes approved budgets, ensures proper maintenance and analysis of all court accounting records, oversees the performance of day-to-day building management issues and space and facilities projects, and develops and implements office policies, procedures, and programs for compliance with appropriate guidelines, policies, and approved internal controls including procurement, financial, and budget management consistent with the *Guide to Judiciary Policy* and the Treasury Financial Manual.

Situational telework may be available; however, this is not a full-time telework position.

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## DUTIES AND RESPONSIBILITIES

- Manage and oversee day-to-day procurement, facilities, budget, and accounting operations of the court.
- Utilize procurement, financial, and budget systems, such as JIFMS, JIFMS CCAM, JFinSys, iPPS, and INFOWEB.
- Assist the Chief Deputy with the preparation of written budget justifications and the preparation of appeals and supplemental requests for submission to the Administrative Office (AO).
- Monitor Court Registry Investment System (CRIS) activity to ensure compliance with judicial orders for the transfer of funds to and from CRIS.
- Assist in the development of the annual spending plan in conjunction with managers and

program staff (i.e. Procurement and Facilities, Department of Technology, and Courtroom Technology).

- Review updates to the *Guide, Vol. 11* and oversee the timely corresponding updates to the court's Internal Controls Manual.
- Review the Budget Administrator's analysis of total allotments by budget object code to determine where shortfalls exist and where reprogramming actions are necessary. Recommend and direct action on reprogramming between budget object codes.
- Serve as a liaison with judges, attorneys, Administrative Office staff, other court units, and federal agencies regarding court wide procurement, facilities, financial, and budget operations and matters.
- Monitor and track obligations and expenditures throughout the execution phase of the annual operating budget.
- Assist with the creation of programs to prevent errors and detect fraud. Make recommendations for the overall improvement of the court's financial processes and systems.
- Verify that obligations and expenditures are in accordance with the spending plan and regulatory controls are within amounts programmed.
- Prepare, review, and when necessary, submit all procurement, financial, and budget reports required by the AO, either electronically or manually, to the appropriate office in a consistent and timely manner.
- Oversee the maintenance of a budget plan that documents procedures relating to the management, planning, formulation, and execution of the budget.
- Oversee the development and maintenance of general accounting, budget, and procurement procedures and other fiscal functions.
- Serve as or back up the primary JIFMS/CCAM and ACR Security Administrator for the courts. Responsible for maintaining security records and updating user login ID's and passwords on the system for all users.
- In concert with the Chief Deputy of Administration, direct the work of a Management Analyst responsible as the INFOWEB Administrator for the District and Bankruptcy courts. Periodically review and update where necessary official email contacts used regularly by the AO.
- Analyze and interpret legislation, AO directives, court rules, and orders of the chief judge that impact the court's budget, accounting, or procurement practices.
- Assist with the maintenance and monitoring of the INFOWEB Personnel Projection System (iPPS) used to project salaries for the Clerk's Office and court reporters.
- Oversee the Budget Administrator's entering of personnel actions and reconciling iPPS against biweekly payroll reports sent electronically by the AO. Review prepared reports and hiring scenarios, prior to submission to the Chief Deputy of Administration and the Court Unit Executive, which summarize the current and potential effects on the salary allotment.
- Oversee and review the collection of workload statistics and preparation of the monthly staffing allocation worksheet. Analyze staffing statistics highlighting trends and changes on monthly and yearly basis.
- Perform projects of an analytical and administrative nature as requested by the Chief Deputy for Administration or the Court Unit Executive.
- Supervise employees that oversee or are involved in procurement, financial, and budgetary activities, including assigning and reviewing work, evaluating performance, and

recommending personnel actions.

- In concert with the Chief Deputy for Administration, develop and conduct employee performance evaluations. Assist with the development of work standards.
- Plan work to be accomplished by the Procurement and Facilities, Financial, and Budget Departments. Assign work to managers and subordinates, periodically checking progress, reviewing work for compliance with established standards of accuracy, completeness, timeliness, etc., setting department work product priorities and delivery schedules.
- In concert with the Chief Deputy for Administration and the Procurement and Facilities Administrator, Budget Administrator, and Financial Administrator, responsible for the development of department staff, including identification of training needs and individual development plans (IDPs) for each staff member.
- Perform other duties as assigned.

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## QUALIFICATIONS

**Required Education:** A bachelor's degree from an accredited four-year college or university is required.

### **Required Specialized Experience:**

**To qualify for the CL-29:** The candidate must also possess a minimum of two years of specialized experience.

**To qualify for the CL-30:** The candidate must also possess a minimum of three years of specialized experience.

Specialized experience includes progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

### **Preferred Experience:**

The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff; must be able to maintain complete and highly accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

Legal or court accounting experience highly preferred.

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## BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$315 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about Federal Judiciary benefits, please go to [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and must successfully complete a Moderate Risk Background Investigation (MBI), a five-year investigation with five-year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

*Revised January 30, 2024*