



UNITED STATES DISTRICT
AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA

Announcement No.: 2025-06

Position Location: Washington, DC

Position Information:

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

Area of Consideration:

Open to all qualified sources

Open Date: November 21, 2025

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.*

JOB OPPORTUNITY

Position Title: Financial Administrator

Salary Range: CL-27/28 (\$67,660 - \$131,826)
(Equivalent to a GS-11 or 12. Salary determined by qualifications
and experience.)

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)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter and AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete, handwritten, 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 (2025-06)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: 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>.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Financial Administrator to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both 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 and a Bankruptcy Court constantly leveraging technology for the benefit of customers. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary. 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.

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 Administrator performs professional and managerial work related to supervision and oversight of all aspects of the financial functions of the court, ensuring accuracy and completeness of data. The incumbent manages and oversees the court's financial support systems and services, ensures proper maintenance and analysis of all court accounting records, and develops and implements office policies, procedures, and programs for financial management consistent with the *Guide to Judiciary Policy* and the Treasury Financial Manual. The incumbent is responsible for developing team members, cultivating a positive team morale, and providing leadership for the department.

DUTIES AND RESPONSIBILITIES

- Manage and oversee staff who perform day-to-day accounting operations of the court.
- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution through the court/office.
- Perform reviews to ensure the court unit is in compliance with the Guide to Judiciary Policy, internal controls, and general accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes.
- Utilize financial systems such as JIFMS CCAM, JIFMS, eVoucher, JFinSys, and Infoweb.
- Monitor Court Registry Investment System (CRIS) activity to ensure compliance with judicial orders for the transfer of funds to and from CRIS.

- Review updates to the *Guide, Vol. II* and makes corresponding updates to the court's Internal Controls Manual.
- Oversee and align resources to support the court during internal and external financial evaluations including but not limited to the yearly Self-Assessment, the cyclical audit of the court, the CRIS audit, and the audit of the non-appropriated fund.
- Serve as the liaison with judges, attorneys, Administrative Office staff, other court units, and federal agencies regarding court wide financial operations and matters.
- 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 expenditures are in accordance with the Judiciary's policies for proper disbursement.
- Prepare and/or review and file all financial reports required by the AO, either electronically or manually, with the appropriate office in a consistent and timely manner.
- Oversee the development and maintenance of general accounting procedures and other fiscal functions.
- Analyze and interpret legislation, AO directives, court rules, and orders of the chief judge that impact the court's financial management.
- Execute projects of an analytical and administrative nature as requested by the Chief Deputy for Administration.
- Supervise employees that oversee or are involved in financial activities, including assigning and reviewing work, evaluating performance, and recommending personnel actions.
- Appraise and conduct employee performance evaluations in concert with the Chief Deputy for Administration. Assist with the development of work standards.
- Mentor, coach, and develop team members.
- Plan work to be accomplished by the Financial Department. 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.
- Responsible for the development of department staff, including identification of training needs and individual development plans (IDPs) for each staff member.
- Primary contact for personnel related issues, resolving and implementing disciplinary or other courses of action as needed. Serves as a resource for staff providing counseling, information, overall guidance and assistance with performance, work progress and production.
- Perform other duties as assigned

QUALIFICATIONS

Required Education and Experience: The successful candidate must possess a bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position.

To qualify for the CL-27, the candidate must also possess a minimum of two years of specialized experience.

To qualify for the CL-28, the candidate must also possess a minimum of three years of specialized experience.

Specialized experience includes progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. For example, progressively responsible experience in at least one, but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology.

Accounting and/or finance experience in the Federal Judiciary is preferred. This experience includes an in-depth body of knowledge of judicial policies, practices, regulations, and terminology related to court administration or finance.

Must be able to exercise a high degree of judgment, flexibility, and initiative.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files. The ability to communicate effectively both verbally and in writing is critical.

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

Prior supervisory or management experience is preferred, but not required. Candidates should, at a minimum, be able to discuss management and staff development philosophies. The successful candidate must also complete the supervisory training series "New Supervisors' Development Program" within one year of appointment to the position of Financial Administrator.

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
- 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 \$325 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.

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.