



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

Human Resources Office  
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[HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov)

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY – FINANCIAL ADMINISTRATOR**  
**Vacancy Announcement #: 2023-06**

**ANNOUNCEMENT DATE:** March 3, 2023

**CLOSING DATE:** Open Until Filled; preference given to applications submitted by Tuesday, March 21, 2023, 4:30 p.m. Central Time

**POSITION:** Financial Administrator, Full-time

**STARTING LEVEL/SALARY:** CL 28 or CL29 (\$71,874 - \$138,935/annually) – Depends on Qualifications

**AREA OF CONSIDERATION:** Internal and External

**LOCATION:** Minneapolis, MN

**POSITION OVERVIEW**

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Financial Administrator to coordinate administrative, analytical, technical, and professional work related to financial and accounting activities for the Clerk's Office, U.S. Probation and Pretrial Services Office, and chambers. The Financial Administrator prepares, updates, and analyzes a variety of accounting records, financial statements, and reports.

**REPRESENTATIVE DUTIES**

- Responsible for daily financial functions. Maintain and analyze financial records to ensure all funds deposited into or disbursed from the U.S. Treasury, including the court's Registry fund, are compliant with policies.
- Oversee staff. Establish performance goals, audit transactions, train, and evaluate the performance of staff. Perform thorough quality control checks to ensure accuracy and improve the efficiency and effectiveness of the Administrative Services Department.
- Manage the court's Non-Appropriated Account investments and maintain accounting records. Issue payments for authorized expenditures from the account.
- Develop financial procedure manuals and training.
- Develop a system of internal controls. Perform reviews to ensure compliance with the Guide to Judiciary Policy, internal controls, and Generally Accepted Accounting Principles (GAAP).



- Review payment vouchers for accuracy before payments are approved for disbursement.
- Process unavailable check cancellations and limited pay-ability cancellations.
- Manage unclaimed funds.
- Coordinate the 1099 information returns process.
- Manage civil and criminal fees, penalties, and restitution in the Civil Criminal Accounting Module (CCAM). Ensure the accuracy of case records, deposits, and disbursements.
- Reconcile daily receipts accepted through various sources and applications.
- Ensure compliance with Payment Card Industry Data Security Standards.
- Manage the Treasury Offset Program.
- Manage annual and cyclical audits.
- Oversee court restitution and travel functions.
- Provide financial direction to four divisional locations to ensure compliance with internal controls and Guide to Judiciary Policy.
- Serve as administrator for financial systems.
- Serve as project manager on special financial initiatives.
- Perform other duties and responsibilities as assigned.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent; and
- At least one-year equivalent to work at the CL 27 level or the completion of a master's degree or two years of graduate study in an accredited university in financial management; and
- Two years of specialized experience in the field of financial management. Specialized experience is defined as 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 of financial administration,

### **PREFERRED QUALIFICATIONS**

- Prior federal judiciary experience with detailed knowledge of accounting procedures and financial software used in the judiciary is strongly preferred.
- Specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: (1) Skill in developing the interpersonal work relationships needed to lead a team of employees, (2) The ability to exercise mature judgment, and (3) Knowledge of the basic concepts, principles, and theories of management.
- Knowledge of legal terminology, federal court processes, and functions of the court is preferred.
- Strong written and verbal communication skills are required. Strong organizational skills and the ability to prioritize a large volume of work are required.



## ENVIRONMENTAL DEMANDS

- Work is performed primarily in an office setting.
- Some travel may be required.
- Frequent lifting of boxes and moving of equipment may be required.

## APPLICATION INFORMATION

To apply, email the PDF documents to [hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov) and add “2023-06 Financial Administrator position” in the email subject line.

Please include the following in PDF format:

- Application for Employment (AO78) Found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- A cover letter stating why you are interested in this Financial Administrator position and how you learned about the position;
- Resume; and
- Name and contact information for three (3) professional references.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials must be attached to the email as directed.

If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

## CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court.

New employees engaging in work for the District of Minnesota are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty. Contact Human Resources to discuss exemption requests.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.



## **BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- 11 paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- On-site fitness center.

Employees of the U.S. District Court are not classified under Civil Service.

**The U.S. District Court is an Equal Opportunity Employer**