



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

## NOTICE OF POSITION VACANCY

<b>Date:</b>	June 16, 2017	<b>Grade Range:</b>	CL 27-01 to CL 29-61
<b>Job Announcement No.:</b>	2017-23	<b>Salary Range:</b>	\$53,106 to 123,014
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	June 30, 2017
<b>Position Title:</b>	Financial Administrator		

**The United States District Court, Northern District of Illinois is now accepting applications for a Financial Administrator. This is an excellent opportunity for an individual who is self-motivated with strong analytical skills. Serious consideration will only be given to those who submit a cover letter, resume and application.**

### POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently seeking applicants for the position of Financial Administrator. The Financial Administrator supervises a financial staff that performs and coordinates administrative, analytical, technical and professional work related to financial and accounting activities of the Court. The Financial Office supports all departments and judges within the Court, the legal community and the public. The incumbent ensures compliance with the appropriate guidelines, policies, regulations, and internal controls. This position is located in the office of the Clerk of the Court in downtown Chicago and reports directly to the Administrative Services Manager.

### POSITION DUTIES AND RESPONSIBILITIES

The Financial Administrator will perform the following duties:

- Ensure compliance with judiciary policy, internal controls and generally accepted accounting principles. Work with the financial staff in the formulation, implementation, and assessment of Court fiscal policies, practices and procedures as well as establish operating guidelines for new procedures and develop easy to use procedures and manuals for court employees.
- Direct, develop, mentor and supervise employees in the financial department. This includes establishing department standards, assigning and reviewing work and evaluating performance. Implement staff procedures, delegate work fairly and consistently, and conduct staff meetings. Train staff on policies, procedures and internal controls. Perform thorough quality control checks and improves the efficiency and effectiveness of the department.
- Oversee the day-to-day accounting and financial functions of the Court. Oversee the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the Court, including the Court's registry fund. Ensure completion of accounting for all monies paid into the Court, including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bonds, etc. and refunds and reimbursements to appropriations.
- Review the classification of accounting transactions relating to the Court in accordance with regulations issued by the U.S. Treasury and by the Administrative Office of the U.S. Courts. Perform bank and treasury reconciliations.
- Prepare, update, examine and analyze a variety of financial reports as requested by any court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies.
- Maintain control over the ordering, distribution and accountability of official forms, reports, receipts and checks as well as other non-monetary items placed in the custody of the Court, such as bonds, titles and deeds. Retain files on all matters pertaining to the financial activity of the Court.
- Work with financial staff to ensure the proper preparation of paperwork for disbursement of monies by the Clerk.

- Oversee preparation for and participates in annual internal audits and independent cyclical audits. Prepare response to audit findings and recommend action plan. Assist in representing the Court in both oral and written responses to financial questions.
- Serve as Court liaison for responding to financial inquiries before the Court. This includes the management of a large portfolio that requires the application of different policies and regulations.
- Review travel vouchers and reimbursements to ensure compliance with travel regulations under judiciary policy.
- Serve as Contracting Officer for the Court.
- Perform other duties as assigned.

**JOB REQUIREMENTS AND QUALIFICATIONS**

The successful applicant must be a college graduate with five years of progressively responsible financial, budgetary, administrative, or business experience. Prior federal judiciary experience with detailed knowledge of accounting procedures, automated equipment and financial software used in the judiciary is strongly preferred. Supervisory or managerial experience is preferred. 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.

**COMPENSATION**

Compensation and classification level will be set based on work experience, qualifications, and salary history of the successful candidate. A minimum of two years of progressively responsible specialized experience, including at least one year equivalent to work at the CL-26 level is required. Specialized experience is 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 knowledge of rules, regulations, and terminology of financial administration.

**EMPLOYEE BENEFITS**

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

10 Paid Federal Holidays

13 Days Paid Vacation (per year for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

13 Days Paid Sick Leave

Medical, Dental, Vision Coverage

Life Insurance

Thrift Savings Plan with matching funds (401k & Roth 401k style)

Participation in Federal Employees Retirement System (FERS-FRAE)

Health, Dependent, & Parking Reimbursement Programs

Public Transit Subsidy Program

Long-Term Care Insurance

Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees

Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

**NOTICE TO APPLICANT**

**Serious consideration will be given to those who provide a cover letter, resume, and application. The application can be found on the U.S. District Court, Northern District of Illinois website at: [ILND Employment Application](#).**

**Please send your cover letter, resume, and application in a single pdf to: [human\\_resources\\_ilnd@ilnd.uscourts.gov](mailto:human_resources_ilnd@ilnd.uscourts.gov) or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Friday, June 30, 2017.**

**Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

**The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**