



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

NOTICE OF POSITION VACANCY

Date:	April 13, 2023	Grade Range:	CL 27-01 to CL 29-61
Job Announcement No.:	2023-27	Salary Range:	\$61,571 to \$142,673
No. of Vacancies:	One	Closing Date:	April 27, 2023
Position Title:	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. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter, resume, and two professional references. To apply, please see "Notice to Applicants" listed below.

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 improve 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 participate 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.
- Serve as Program Coordinator/Administrator (A/OPC) for Government Travel Card Program
- Perform Certifying Officer approvals of payment documents upon proper delegation from the Clerk of 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:

- Paid leave time for federal holidays, vacation, sick, and Parental Leave
- Medical, dental, vision insurance
- Access to an infant and toddler care near the Courthouse
- The Public Service Loan Forgiveness Program is available to full-time employees with qualifying student loans
- Life insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System
- Health, dependent care, and parking reimbursement programs
- Public Transit Subsidy Program
- Onsite employee gym
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services

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

NOTICE TO APPLICANT

Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume, and two professional references by April 27, 2023. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

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

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. 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. The United States District Court is an Equal Opportunity Employer.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

1. U.S. citizen;
2. Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
3. Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
4. Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

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.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as "The Windy City," Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world's most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University, and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O'Hare International Airport, among the busiest airports in the world.