

**\*\*\* CAREER OPPORTUNITY \*\*\***



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS**

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**Position Title:** Financial Administrator #21-03  
**Location:** Dallas, Texas  
**Closing Date:** Open until filled  
**Starting Salary/Range:** CL-28/CL-29 (\$66,138-127,851) \*

\*Depending upon qualifications and experience

**POSITION OVERVIEW:**

The United States District Court for the Northern District of Texas is recruiting for the position of Financial Administrator for the Dallas Clerk's Office. The incumbent reports to the Director of Administrative Services and performs and coordinates administrative, technical, and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with appropriate guidelines, policies, and approved internal controls. Additionally, the incumbent oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvement; and assists with policy development regarding financial matters. Duties include recording receipts, investing and disbursing registry funds, preparing and submitting monthly/quarterly reports, maintaining and updating financial manuals, and supervising a staff of three employees who process vouchers and restitution.

**QUALIFICATIONS:**

To be minimally qualified for this position, a person must have a bachelor's degree in accounting with at least three years of progressively responsible accounting experience. Comprehensive knowledge of government accounting practices, procedures, and principles, including internal controls and separation of duties, is preferred. Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities is required. CPA credentials and experience supervising a team are preferred.

**BENEFITS:**

Employees of the U.S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance and disability insurance programs, holidays and the leave accrual program, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

**OTHER:**

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship. The incumbent may be eligible for promotion to the next level without competition.

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

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

Qualified applicants may submit a **detailed resume** and **salary history** to:

**Human Resources - #21-03**  
United States District Clerk's Office  
1100 Commerce Street, # 1452  
Dallas, TX 75242  
Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**\*\*\* The Court is an Equal Opportunity Employer \*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.