



**United States Probation Office**  
District of Nevada

Announcement Number	Job Title
<b>2026-02</b>	<b>Budget Manager</b>
Number of Openings	Type
One (1) Las Vegas, Nevada	Regular, Full-Time
Compensation (Depending on Experience)	Promotional Potential
CL 29, \$86,092 - \$139,970 (CPS Las Vegas) CL 30, \$101,747 - \$165,382 (CPS Las Vegas)	If compensation at CL 29 then to a CL 30, without further competition.

Opening Date	Closing Date
December 18, 2025	January 20, 2026, 9:00 AM Pacific Time (PST)
Apply To	Required Documents
Submit application as a <b>single.pdf file</b> (preferred) to: <a href="mailto:careers@nvp.uscourts.gov">careers@nvp.uscourts.gov</a> .  <b>Incomplete application packets will <u>NOT</u> be considered.</b>	For consideration, applicants <b>MUST</b> submit: <ul style="list-style-type: none"><li>▪ A cover letter (<b>See instructions under “Application Process”</b>)</li><li>▪ A supplemental statement of interest (<b>See instructions under “Application Process”</b>)</li><li>▪ Resume</li><li>▪ <a href="#">Application for Judicial Branch Employment (AO 78)</a></li><li>▪ Last two (2) performance evaluations</li></ul>

### Benefits

Pay is only part of the generous total compensation package you receive while working for the federal Judiciary. Employees also receive 13 days of vacation for the first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, pension plan, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care, free parking, and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness ([PSLF](#)) program.

### Overview

The United States Probation Office, District of Nevada is seeking a highly motivated, detail oriented, and career-minded individual with a strong work ethic, unquestionable integrity, a positive attitude, and demonstrated experience to serve as a **Budget Manager**, which is a key management-level position. Under the direction of the Chief U.S. Probation Officer, the incumbent is responsible for managerial work related to supervision and oversight of all aspects of the financial functions of the U.S. Probation Office and ensuring accuracy, completeness of data, and quality of service. The successful candidate will ensure compliance with internal controls, audits, policies, and regulations affecting financial processes, and performs financial and accounting activities for the court unit. Outside the unit, the Budget Manager is the liaison with other administrative staff, budgetary personnel from other court units, and the Administrative Office of the U.S Courts. The Budget Manager is a first-line supervisor over one or more budget and procurement employees.

The successful candidate must demonstrate technical expertise in the areas of budget planning, preparation, formulation, forecasting, and execution; procurement management; resources/inventory management; and space and facilities management. This position requires professionalism, discretion, flexibility, initiative, and commitment. The incumbent has an overall responsibility for the management of budget formulation and monitoring. The ability to adhere to financial and operational guidelines and regulations is critical. The successful candidate will be self-motivated, articulate, and detail-oriented with excellent writing skills.

The U.S. Probation Office currently employs a staff of 46 professionals dedicated to supporting the court's mission of being accountable, responsible, and fostering a collegial environment. The duty station for this position is **Las Vegas, Nevada**. We also have a satellite office in Reno, Nevada, and occasional travel is required.

## Duties and Responsibilities

Under the direction of the Chief U.S. Probation Officer, the **Budget Manager** performs a full range of duties and responsibilities including, but not limited to, the following:

- Manages the annual budget in a decentralized budgeting environment. Remains current on applicable program requirements, updates, and changes. Reviews and certifies vouchers for payment of appropriated funds. Monitors spending to identify problem areas and makes necessary changes. Collaborates with members of management on budget and organizational issues. Advises managers and unit executives on staffing costs, cost projections, and related issues. Participates in strategic planning and provides advice to help achieve court unit goals.
- Assists the unit executive by overseeing and managing the U.S. Probation Office budget on a day-to-day basis including planning, estimating, reprogramming, projecting, monitoring, and reporting status of funds. Ensures the funds are never exceeded in accordance with the Anti-Deficiency Act. Advises the unit executive of any unusual or critical budget funding, special situations or potential shortfalls and suggests possible solutions. Makes budgetary recommendations within allotments and coordinates budget operations, as required, with the AO Finance & Budget Division. Reviews accounting records of each functional area allotment, reprograms funds, and reconciles accounts. Keeps program managers informed of current funding within their programs.
- Formulates, evaluates, and implements policies, procedures, and protocols related to financial and budgetary operations, and execution within the unit and court. Serves as a liaison to the Administrative Office of the U.S. Courts by advising managers, executives, or judges on court financial and budget matters and serves as project manager on special financial or budget initiatives.
- Oversees the review of all vouchers related to various expenses submitted by the court, district staff units, and other judiciary units, for propriety of payment and proper classification of the funds disbursed. Disburses funds to pay various bills.
- Manages, develops, and mentors professional staff involved in financial and budget activities, court property and procurement functions, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversees the daily operations of staff, conducts staff meetings, provides information, and delegates work. Routinely checks work products and processes, and provides guidance as required.
- Prepares the overall fiscal budget plan for review by the unit executive and the court. Performs data analysis and conducts modeling based on different operational scenarios. Manages all aspects of the budget throughout the fiscal year which includes reviewing the accuracy of allotments, preparation of the annual budget call, recommending and performing reprogramming between budget accounts, and coordinating financial appeals, supplemental requests, or justifications.
- Researches and analyzes financial-and-budget related questions, problems, trends, and areas for improvement. Responds or prepares written correspondence, as required. Conducts work measurement and work productivity studies related to financial, budget, and associated activities and prepares reports.
- Performs internal reviews to ensure that the court unit is in compliance with the Guide to Judiciary Policy, internal controls, and generally accepted accounting principles. Prepares documents to identify findings and develops written recommendations.
- In conjunction with the Chief U.S. Probation Officer, coordinates the annual spending plan and monitors ongoing revisions throughout the year to ensure availability and proper accounting of funds.
- Monitors and tracks obligations and expenditures throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures are in accordance with the spending plan and regulatory controls, are within amounts programmed.

- Prepares complex financial and statistical reports related to budgetary obligations, expenditures, and projections. Prepares and submits reports required by the AO in a consistent and timely manner.
- Adheres to the internal control procedures and the internal control operating procedures in monitoring and executing the budget. Maintains a Budget Organization Plan which documents procedures related to the management, planning, formulation, and execution of the budget.
- Performs the day-to-day budget management functions within the Judiciary Integrated Financial Management System (JIFMS) accounting system. Reviews vouchers for payment of appropriated and non-appropriated funds. Maintains and monitors the InfoWeb Payroll Projection System (iPPS) used to project salaries. Performs bi-weekly reconciliation of personnel costs.
- Performs projections related to salary expenditures and obligations. Reliably advises unit executives, and judges, on staffing, costs and cost projections, and related issues.
- Serves as the Administrative Point of Contact for the travel and purchase card programs, ensuring that all spending adheres to the policies of the credit card vendor.
- Provides direct oversight and management of the procurement functions of the office, which includes coordinating new construction, renovation, repair projects, and coordinating moves in the main or satellite offices, if needed.
- Along with the Chief U.S. Probation Officer, develops, administers, and monitors internal controls to assure proper methods and procedures are followed in monitoring the execution of the budget periodically updating the court unit's Internal Controls Manual and Budget Organization Plan as necessary. Assists the Chief U.S. Probation Officer and other managers in the areas of long-range planning and annual reporting.
- Audits all financial functions, including personnel and property inventories on a cyclical basis, ensuring compliance with rules, regulations, and statutes governing budget transactions, and submits written findings and recommendations to the Chief U.S. Probation Officer.
- Oversees the management of government vehicles leased from GSA.
- Acts as liaison with the District Court and other unit and agency financial administrators, private sector vendors, and the shared services IT department.
- Performs other duties as assigned by the Chief U.S. Probation Officer.

### Minimum Qualifications

A bachelor's degree from an accredited university in accounting, finance, or a closely related field.

A minimum of two years of progressively responsible, successful, and substantive budget, financial, accounting or related field; procurement, and space and facilities administration experience and attention to detail is required.

At least three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

- (a) Skill in developing the interpersonal work relationships needed to lead a team of employees,
- (b) The ability to exercise mature judgment,
- (c) Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

## Preferred Qualifications

Two years of specialized experience and an advanced degree in accounting, finance, or related field from an accredited educational institution; supervisory experience in a financial environment; experience in auditing and internal controls review and implementation; strong written and oral communication skills; excellent organizational and interpersonal skills; demonstrated ability to apply a body of rules, regulations and laws; knowledge and proficiency in Excel, Word, and other Windows based applications; ability to work successfully in a fast paced, team environment.

***Prior experience working in Budget and/or Finance in a federal court unit, with special consideration for a candidate with budget experience in a Probation and/or Pretrial Services Office.***

**Specialized experience** includes 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.

## Competencies (Knowledge, Skills, and Abilities)

- Display a thorough knowledge of generally accepted accounting principles, cost accounting, and government accounting standards required to achieve unit goals. Demonstrate and apply knowledge of Administrative Office financial, budget, and audit procedures to financial functions
- Exhibit skill in ensuring compliance with applicable government laws, policies, practices, and regulations. Demonstrate a thorough knowledge of court administration, financial reporting requirements, procurement processes, and financial transactions.
- Exhibit the ability to prepare well researched and reliable financial reports. Display a proven ability to analyze financial operations and develop and recommend well-supported improvements. Apply financial and budget knowledge when assisting in the implementation and management of new local and national applications.
- Apply knowledge of supervisory and employee management principles. Demonstrate skill in fairly and equitably assigning, prioritizing, monitoring, and reviewing work assignments. Exhibit skill in mentoring and training employees with varying educational backgrounds and aptitudes. Display performance management skills through assessing and documenting employees' performance objectively and equitably against established goals and objectives within a specific rating period.
- Demonstrate knowledge and understanding of judiciary audit standards, stewardship principles, standard operating procedures, applicable legal terminology, and federal rules and ensure unit compliance. Demonstrate skill in process improvement, strategic planning, and developing short- and long-range administrative plans which support the court unit's priorities and goals. Display an understanding of federal court and unit operations, roles, functions, and organizational structure.

## Application Process

To apply for the **Budget Manager** position, qualified candidates are required to submit the following in **one** pdf document in the following order:

- Cover letter - Addressed to Chief U.S. Probation Officer Sarah R. Johnson, 300 South Las Vegas Blvd, Las Vegas, Nevada 89101.  
\*The cover letter should be **no longer than one (1) page** and **must** include information highlighting your knowledge, skills, experience, and ability to perform the duties required for the position.
- A Statement of Interest, **no longer than three (3) pages**, outlining:
  - Your why for this work, and this position in particular,
  - Your ability to thrive in an often-chaotic budget environment,
  - Your leadership style,
  - Your philosophy on how to hold staff accountable to their very demanding roles and responsibilities while being mindful of the employee's wellness and District morale.
- Resume,
- AO-78, [Application for Judicial Branch Employment \(AO 78\)](#) or download at [www.nvp.uscourts.gov](http://www.nvp.uscourts.gov),
- Last two (2) performance evaluations.

Title the pdf document as follows: **Last Name, First Name-2026-02- Budget Manger**. Please email the single pdf document, to [careers@nvp.uscourts.gov](mailto:careers@nvp.uscourts.gov).

Failure to submit the above-mentioned required documents, in one pdf document, will result in immediate disqualification. **Incomplete applications will not be considered, retained, or returned**. Only one application per candidate will be accepted.

### Conditions of Employment

As part of the recruitment process, final candidates for the position will undergo a preliminary background investigation completed by the U. S. Probation Office. Fingerprints will be taken, and a criminal records check will be conducted using nationwide databases. A credit check will also be conducted. The candidate's past job performance and professional/personal conduct will be reviewed and considered.

As a condition of employment, the selected candidate may also be required to complete a 10-year background investigation coordinated by the Administrative Office of the U.S. Courts and will then be subjected to re-investigation every five years, thereafter. The investigation includes a fingerprint check through the FBI, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct for Judiciary Employees.

The United States Probation Office, District of Nevada, is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages.

visit the District of Nevada online  
<https://www.nvp.uscourts.gov>

***The United States Probation Office is an equal opportunity employer  
and we are committed to the principles of diversity and inclusiveness***

*The U. S. Probation Office, District of Nevada reserves the right to modify the conditions of this job announcement or withdraw this job announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same (or similar) position becomes available within six (6) months of this announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool. This announcement may be used to fill one or more vacant positions. Only the most qualified candidates will be invited for an interview. Only candidates invited to interview will be contacted by Human Resources.*