



Vacancy Announcement United States District Court Western District of Missouri

Position:	Financial Administrator
Position Number:	DK-040824
Location:	Kansas City, MO
Starting Grade/Range:	CL 29 (\$84,014 - \$136,552)
Opening Date:	April 8, 2024
Closing Date:	May 3, 2024

Position is open to current federal judiciary employees

Overview of Position

This position is in the Administrative Section of the Clerk's Office, for the Western District of Missouri and reports to the Chief of Administration. This position will work directly with the Court Executive and Judges at times. The Western District of Missouri is a fully consolidated court and the Financial Administrator duties will cover the Bankruptcy Court, District Court and Probation/Pretrial Services. The Financial Administrator performs and coordinates administrative, analytical, technical, and professional work related to financial and accounting activities of the court. The incumbent provides support for the entire district regarding financial and budget matters and is responsible for the financial operation and preparation of the unit's budget. The Financial Administrator ensures the court's compliance with internal controls and regulations affecting financial and budget processes and their interaction with other court processes. The Financial Administrator prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements, and assists with policy development regarding financial and budget matters.

DUTIES AND RESPONSIBILITIES

An excellent understanding and thorough knowledge of accounting practices and procedures, and of laws and regulations relating to receipting and disbursement of appropriated and non-appropriated funds. Thorough knowledge of automated accounting systems. Broad knowledge of the rules and procedures of the court. Excellent knowledge of Treasury regulations and procedures for issuing Treasury checks and depositing funds, and reconciliation of deposit differences and checks issued. Demonstrated ability to analyze financial operations and develop recommendations for improvements; to access, measure and analyze work performed by subordinates; to communicate effectively both orally and in writing with a wide variety of individuals; and to train and set goals for staff. Skill in directing and clarifying team roles and responsibilities, as well as, developing employee performance. Thorough knowledge of word processing and excel spreadsheet applications. Incumbent must be able to work with a wide variety of people in different circumstances, both inside and outside the court. Prior judiciary experience is required.

Qualifications

Applicants must have at least **five years'** experience in the budget or finance department as a judiciary employee.

APPLICATION PROCEDURES

To be considered for this opportunity, applicants must submit:

- A cover letter, which addresses your interest in the position;
- A resume; and
- AO 78 [Application For Judicial Branch Federal Employment | JNet \(ao.dcn\)](#)

You must submit the requested document or information by the close of business on May 3, 2024, to be considered for this opportunity. Failure to submit any of the items requested above may prevent consideration of your submission.

Please submit application materials via email to Michele Nelson, Human Resources Administrator, Michele_Nelson@mow.uscourts.gov