



## UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF IOWA

### NOTICE OF POSITION VACANCY

**Position:** Financial Administrator (2025-02 CR)

**Classification:** CL 28 (Starting Salary Range: \$70,894 - \$87,883)  
**Salary commensurate with qualifications and experience**

**Duty Station:** Cedar Rapids, Iowa

**Opening Date:** May 12, 2025

**Closing Date:** Open until filled; preference given to applications received by 06/02/25

#### **General Information**

The U.S. Bankruptcy Court for the Northern District of Iowa is seeking an experienced and highly qualified Financial Administrator. This position is located in the Bankruptcy Clerk's Office in Cedar Rapids, Iowa and reports to the Chief Deputy. The Financial Administrator performs and coordinates administrative, analytical, technical, and professional work related to financial and accounting activities of the court. Incumbents in this position provide support for the court regarding financial and budget matters, manage the day-to-day financial and accounting operations of the court, and oversee 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. The incumbent oversees the work of financial and procurement support staff and serves as Team Lead.

## **Summary of Representative Duties**

The Financial Administrator's duties include but are not limited to the following:

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the unit and court. Advise managers, executives, and judges on court financial and budget matters and serve as project manager on special financial or budget initiatives.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Perform Application for Payment of Unclaimed Funds duties.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by the court unit, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court. Manage the court's Financial Records Retention program.
- Oversee the preparation of the overall fiscal budget plan for review by the unit executive and the court. Perform data analysis and conduct modeling based on different operational scenarios. Coordinate with financial team to manage the budget throughout the fiscal year. Recommend and perform reprogramming actions to cover projected account shortfalls.
- Perform Procurement and Contracting Officer duties. Manage Purchase Card and Travel Card programs.
- Research and analyze financial and budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and respond or prepare written correspondence, as required. Conduct work measurement and work productivity studies related to financial, budget, and associated activities and prepare reports.
- Perform reviews to ensure that the court unit is in compliance with the *Guide to Judiciary Policy*, internal controls, and generally accepted accounting principles. Prepare documents to identify findings and develop written recommendations for changes. Maintain and update the court's internal controls manual and coordinate audit activities.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Oversee the work of, and train, financial and budget support staff; including assigning, monitoring, prioritizing, and reviewing work products. Oversee financial and budgetary operations to ensure compliance with internal controls, policies, and procedures.
- Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Perform other duties as assigned.

## **Qualification Standards**

Candidates must be a U.S. citizen or eligible to work in the United States. A bachelor's degree in accounting or financial management is preferred. In addition, candidates must possess a minimum of two years of specialized experience or completion of a master's degree or two years of graduate study in an accredited university in a field closely related to the subject matter of the position.

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 a knowledge of the rules, regulations and terminology of financial administration.

The successful candidate must possess:

- Extensive knowledge of generally accepted accounting principles;
- Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities;
- Skill and accuracy in working with numerical calculations;
- Ability to troubleshoot errors and probable causes;
- Extensive knowledge of fiscal reconciliation;
- Knowledge of standards and objectives of internal controls;
- Skill in preparing financial reports, and in monitoring and reconciling invoices, vouchers, records of payment, accounts and ledgers;
- Extensive knowledge of budgeting guidelines, including allocation formulas and processes;
- Ability to independently analyze and review accounts and financial operations and develop recommendations for improvements;
- Skill in preparing and analyzing budgets, spending plans and statistical reports;
- Skill in recognizing financial and operating trends and developing recommendations that address the issues identified;
- Skill in researching, analyzing and resolving financial operational problems; and
- Extensive knowledge of and skill related to procurement and contracting officer duties.

Experience in a federal court or legal setting is desired but not required. The successful candidate will also possess excellent written and verbal communication skills, outstanding interpersonal and customer service skills, and unquestioned integrity with a positive 'can do' attitude.

### **Benefits**

A generous benefits package is available and includes:

- Paid holidays
- Paid annual and sick leave
- Medical coverage with a government contribution
- Dental and vision insurance
- Life insurance
- Flexible spending program
- Retirement benefits, including a pension and a tax-deferred savings plan
- Telework (in accordance with local policy)

- Paid parking

This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

### **Miscellaneous**

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

All positions in the Clerk's office are Excepted Service Appointments, are "at will" and may be terminated with or without cause by the Court.

### **Selection Process**

The most qualified applicants will be invited to one (or more) personal interviews with the Court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

### **Procedures for Applying**

To be assured consideration for this position, qualified applicants should submit the following:

- AO-78 Federal Judicial Branch Application for Employment (form is located here: <https://www.uscourts.gov/services-forms/forms>)
- Cover letter addressing qualifications and relevant experience
- Resume
- Professional References

**Application materials must be emailed as a single PDF document to:**

[HR@ianb.uscourts.gov](mailto:HR@ianb.uscourts.gov)

*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. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted.*

The United States Bankruptcy Court is an Equal Opportunity Employer and values diversity.