



United States Bankruptcy Court
and United States District Court
District of North Dakota
and
United States Bankruptcy Court
District of South Dakota

BUDGET AND FINANCE ADMINISTRATOR

LOCATION	FARGO, ND; BISMARCK, ND; or SIOUX FALLS, SD
CLASSIFICATION LEVEL	\$58,030 - \$134,446 (CL27-29)
TYPE OF APPOINTMENT	FULL TIME
JOB ANNOUNCEMENT	24-02
CLOSING DATE	MAY 31, 2024

POSITION OVERVIEW:

The United States District Court and the United States Bankruptcy Court for the District of North Dakota and the United States Bankruptcy Court for the District of South Dakota are accepting applications for the position of Budget and Finance Administrator. The Budget and Finance Administrator ensures compliance with internal controls and regulations affecting finance and budget processes and their interaction with other court processes. The Budget and Finance 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 Budget and Finance Administrator reports directly to the Chief Deputy Clerk of the North Dakota Bankruptcy Court. The successful applicant is an essential advisor to the management team of each of the three court units. Key goals include providing high quality, relevant and timely service to each court unit.

The anticipated duty station for this position is Fargo, ND. However, a Bismarck, ND or Sioux Falls, SD duty station is possible depending on the applicant's preference. Occasional travel to the two non-resident locations will be required.

Flexible schedules and telework opportunities are available.

REPRESENTATIVE DUTIES

- Formulate, evaluate and implement policies, procedures and protocols related to financial and budgetary operations and execution within the court units. Advise managers, executives or judges on the court units' financial and budget matters and serve as project manager on special financial or budget initiatives. Provide guidance and assistance to other units within the district on financial and budget matters.
- Maintain, reconcile and analyze accounting records consisting of control ledgers, subsidiary ledgers and other financial records. Review and/or perform accounts payable and accounts receivable duties and ensure the accuracy and accountability of monies received and disbursed by the courts. Prepare, update, examine and analyze a variety of regular and non-standard reports as requested by the court units, the Administrative Office of the U.S. Courts, U.S. Treasury, financial institutions or other organizations and agencies.
- Prepare the overall fiscal budget plans for review by the court units. Perform data analysis and conduct modeling based on different operational scenarios. Manage the budget throughout the fiscal year. Recommend and perform reprogramming actions to cover projected account shortfalls.
- 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 the court units are compliant 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 internal control manuals and coordinate audit activities.
- Ensure appropriate internal controls for disbursement, transfer, recording and reporting of monies are followed. Review payment vouchers for appropriateness of payment.
- Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Design, develop and maintain 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.
- Oversee the purchase card programs.
- Monitor and maintain district court's criminal debt accounts to include distribution of restitution to crime victims. Coordinate with the United States Department of Justice to reconcile criminal debt balances.
- Verify Jury Management Systems payment reports.
- Communicate all updates and changes to regulations and procedures issued by the Administrative Office of the U.S. Courts relating to budget and financial matters.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements, including handling of confidential information in various contexts. Demonstrate sound ethics and good judgment.

MINIMUM QUALIFICATIONS

The successful applicant must have a bachelor's degree and be a highly motivated self-starter. The applicant must demonstrate tact, good judgment and consistently maintain a professional demeanor. The applicant must also work harmoniously with others and communicate effectively, both orally and in writing. The applicant must be able to work effectively in a fast-paced atmosphere dealing with numerous time-sensitive issues. The applicant must possess the ability to handle financial issues in a confidential manner, exhibit unquestionable integrity and be dependable. The applicant must be detail-oriented with superior organizational and analytical skills.

PREFERRED QUALIFICATIONS

The courts prefer an applicant who has a bachelor's degree in accounting, finance or a related field from an accredited college or university. Knowledge of government accounting practices, procedures and principles also preferred. The courts prefer an applicant with knowledge of legal terminology, federal court processes and functions of the court. Preference will be given to an applicant who is a Certified Public Accountant (CPA) or has another financial sector license or certification. Three years of progressively responsible experience in preferably two or more of the functional areas of financial management and budget such as accounting, auditing or financial reporting is desired. The courts prefer an applicant with knowledge of rules, regulations and terminology of financial administration. The courts prefer an applicant with knowledge of financial and automated systems. An applicant with advanced knowledge in Microsoft Excel and/or other spreadsheet applications is also preferred.

BACKGROUND INVESTIGATION

This position is classified as a non-executive, high-sensitive position within the judiciary. The successful applicant will be required to submit to a mandatory background investigation, including references, criminal history/fingerprinting, and credit history. Employment will be considered provisional pending the successful completion of the background investigation. Retention will depend upon a favorable suitability determination. As a condition of employment, employees are subject to updated background investigations every five years.

BENEFITS

- Paid annual leave
- Paid sick leave
- 11 paid holidays per year
- Medical coverage with a government contribution
- Vision and dental insurance
- Life insurance program with a government contribution
- Long-term care insurance
- Flexible Spending Program
- Federal Employees Retirement System
- Thrift Savings Plan with employer matching, similar to 401K

This position is subject to mandatory participation in direct deposit for payroll.

APPLICATION PROCESS

To be considered for this position, applicants must submit the following in PDF form to this email address: ndd_jobs@ndd.uscourts.gov. Visit <http://www.ndb.uscourts.gov/employment> for more information.

- AO-78 Federal Judicial Branch Application for Employment. This form can be found at: <https://www.uscourts.gov/services-forms/forms>
- Cover letter
- Resume
- Three professional references

SELECTION PROCESS

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

The courts reserve the right to modify the conditions of this job announcement, to withdraw the announcement or to fill the position before the closing date without prior notice. Incomplete applications, as well as those not submitted electronically, may not be considered. All applications will be maintained in strict confidence with only the hiring authority having knowledge of the applicant's identity.

The United States Bankruptcy Court and the District Court for the District of North Dakota and the United States Bankruptcy Court for the District of South Dakota are Equal Opportunity Employers and value diversity.