



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

FINANCIAL MANAGER

07-UTD-26

OPEN DATE: AUGUST 25, 2026

CLOSE DATE: OPEN UNTIL FILLED

PREFERRED APPLICATION DATE: SEPTEMBER 7, 2026

The United States District Court for the District of Utah is accepting applications for the position of Financial Manager. This position is located in Salt Lake City, UT and reports to the Clerk of Court. This is a full-time position and is classified at a CPS CL29 or CL30. This position may require working beyond normal business hours (8:00 am – 5:00 pm) to meet the demands of the court.

POSITION OVERVIEW:

The Financial Manager performs and coordinates the administrative, analytical, technical and professional work related to the budget, finance and procurement functions of the court. The incumbent provides support for the entire court regarding financial and budget matters and is responsible for the financial operations and preparation of the court's budget. The incumbent provides leadership and oversees the work of the finance, budget and procurement staff. The Financial Manager ensures the court's compliance with internal controls and regulations affecting financial and budget processes and their interaction with other court processes. The Financial Manager manages the preparation and analysis of 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.

REPRESENTATIVE DUTIES:

- Manages, develops, and mentors professional staff involved in financial and budget activities and procurement functions, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Monitors cross training. Implement staff procedures and conducts staff meetings. Identifies issues and resolves disputes. Maintains accurate documentation, statistics, and employee records. Routinely checks work products and processes, and provides coaching, training and guidance as required. Make recommendations regarding employee appointments, promotions, discipline, and separations. Coordinates staff training to ensure that required certifications are met and maintained.
- Assists Clerk of Court by overseeing and managing the U. S. District Court's financial processes on a day-to-day basis including planning, estimating, projecting, monitoring, and reporting.
- Supervises the day-to-day accounting, financial, and procurement functions of the court. Oversees the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, including fees, fines, restitution, penalties, and forfeitures, money paid pending the outcome of litigation, court, and the Administrative Office of the United States Courts guidelines. Directs the preparation of reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials.
- Works with allied court agencies in providing and obtaining information and resolving matters. Makes recommendations for improving the court's financial management, including methods, systems, and procedures.

- Assists in the development and oversight of internal controls including audit processes to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud.
- Oversee the creation of accurate, reliable, and user-friendly manuals, handbooks, job aids, web content, and other training materials.
- Coordinates annual internal controls self-assessment, ensuring compliance with rules, regulations, and statutes governing internal controls.
- Assess staff training needs, analyzing difficulties and knowledge gaps. Assists in the initiation and maintenance of a comprehensive training program for all employees having financial and procurement responsibilities and duties. Ensures that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Reviews vouchers for payment of appropriated and non-appropriated funds. Maintains and monitors the Judiciary Payroll Projection System (JPPS) used to project salaries. Performs bi-weekly reconciliation of personnel costs.
- Responds to requests and answer procedural questions from judges, management, and staff. Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and good judgement at all times. Handles confidential and sensitive information appropriately.
- Performs bank and treasury reconciliation. Prepares reports and financial statements for submission to the US Treasury, the Administrative Office of the US Courts and other court officials, as necessary.
- Develops and maintains a system to provide for the appropriate investment of registry funds. Ensures all orders of the court involving the registry fund account are carried out promptly and accurately and performs the requisite accounting for same. The duty involves extensive knowledge of court rules, processes and procedures as impacting upon the administration and disbursement of registry funds.
- Research and analyze financial related questions, programs, 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 finance and associate activities and prepare reports.
- Performs other duties as assigned by the Clerk of Court.

QUALIFICATIONS & REQUIREMENTS:

REQUIRED EDUCATION

Completion of a bachelor's degree from an accredited university in accounting, finance or closely related field. A minimum of six years of post-graduate specialized experience in budget, financial, accounting or related field; procurement administration experience and attention to detail is required. In addition, three years of the six years of experience must have been in a position with substantial management and supervisory responsibility. Management experience that provided an opportunity to gain skill in developing interpersonal work relationships required to lead employees, the ability to exercise mature judgement, and knowledge of concept of management and the ability to understand the managerial policies applicable to the US District Court. Must possess outstanding leadership, organizational, project management and human relations skills.

Specialized experience and 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.

PREFERRED QUALIFICATIONS:

- An advanced degree in accounting, finance, or related field from an accredited educational institution. Accreditation as a Certified Public Accountant.
- Prior experience working in budget and/or finance in a federal court unit. Extensive knowledge of financial and accounting management, federal judiciary budget guidelines and policies, including allocation formulas, processes, and guidelines.
- Knowledge of automation systems, preferably experience with JIFMS, strong analytical and interpersonal skills, including the ability to communicate effectively both orally and in writing.

PERSONAL CHARACTERISTICS:

A successful candidate must have unquestioned integrity, superior organizational and analytical skills, detailed oriented, and have the ability to problem solve and exercise sound judgement. Demonstrate sound ethics, maintain a professional demeanor and presence, possess effective verbal and written communication skills, ability to work with a wide variety of people with diverse backgrounds, manage multiple demands in a fast paced work environment, ability to compile information within established time frames, follow detailed instructions accurately and ability to adapt to change.

SALARY AND BENEFITS:

The starting salary for this position is a CL 29 (\$85,141 – \$138,380), or CL 30 (\$100,604 - \$163,535) depending on length and relevance of experience. Promotion to the CL30 may be awarded without further competition. The position falls within the Judicial Branch of the U.S. Government and the benefits include participation in the FERS_FRAE retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. The Financial Manager position is a *High-Sensitive* position within the federal judiciary. If a background investigation has not been completed within the past five (5) years, the final applicant(s) will have to complete a background check investigation, including an FBI fingerprint check and periodic updates every five years. Employment will therefore be considered provisional pending the successful completion of the background investigation, and retention depends upon a favorable suitability determination. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. The Financial Manager is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. Candidates must be United States citizens or be in the process of obtaining citizenship to work for the United States.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. A letter of interest addressing how the applicant satisfies the qualifications for this position
2. A comprehensive resume of education, employment, and key accomplishments
3. A completed Application for Judicial Branch Federal Employment for ([AO78](#))

The application form ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Preference given to those application packages received by September 7, 2026. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applicants selected for interview must travel at their own expense, and relocation expenses will not be reimbursed. Applicants invited to interview may advise the Human Resources Office if an accommodation is necessary.

Email completed application packages in PDF format to: UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

**United States District Court
Attn: HR – Financial Manager
351 So. West Temple
Salt Lake City, UT 84101**