

**The United States Bankruptcy Court**  
**Northern District of Indiana – South Bend Division**  
**Notice of Vacancy**

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<b>Position:</b>	Financial Administrator (Full-Time)
<b>Announcement No:</b>	2026-02
<b>Location:</b>	South Bend, IN
<b>Salary Range:</b>	CPS 28 (\$71,583 - \$116,394) Promotion potential to CPS 29 (\$85,141-\$138,380) *not automatic
<b>Opening Date:</b>	01-28-2026
<b>Closing Date:</b>	Open until filled

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**Position Overview**

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 incumbent provides guidance to other budget specialists within the district. 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 budget support staff.

**Representative Duties**

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the unit and court. Advise managers, executives, or judges on court 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 a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any 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.
- Prepare 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. 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 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.
- Performs other duties, as assigned.

### **Qualifications (General and Specialized Experience)**

To qualify for a position of Financial Administrator, a bachelor's degree from an accredited college or university is required. A qualified applicant must possess a minimum of six (6) years progressively responsible experience in financial, administrative, managerial, or professional work in public service or business that provided an opportunity to acquire through knowledge of the basic concepts, principles, policies, and theories of financial management.

#### **General Experience**

Progressively responsible experience that provides evidence that the applicant has: (a) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (b) the ability to analyze problems and assess the practical implications of alternate solutions; (c) the ability to communicate with others, orally and in writing; and (d) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

#### **Specialized Experience**

Progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully. For example 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

#### **Preferred Qualifications**

In-depth working knowledge of the bankruptcy court system is highly desired. Management in a court, or legal experience at a decision-making level is highly desirable. Completion of a post graduate degree in such fields as finance, accounting, public, business, or court administration is preferred.

The successful candidate must possess tact in handling workplace and employee relations issues; and a high degree of integrity. Candidates must demonstrate the analytical and interpersonal skills necessary to successfully manage a complex organization. Understanding the use of technology in the workplace and the ability to communicate effectively both orally and in writing is essential.

### **Educational Substitutions**

Two years of specialized experience; or Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

### **Employee Benefits**

- Eleven paid holidays per year
- Paid annual and sick leave
- Subsidized medical coverage with pre-tax employee premiums
- Dental, vision, group life insurance and long-term care options
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs)
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%)
- Federal Employees Retirement System

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>

### **Application Procedures**

Send cover letter, resume with three professional references, and the [AO 78 Application for Employment](#) via email to [careers@innb.uscourts.gov](mailto:careers@innb.uscourts.gov). The most qualified candidates will be invited to one or more interviews. Only applicants selected for interviews will be contacted by the court.

### **Conditions of Employment**

Applicants must be United States citizens or eligible to work for the United States government.

This is a high sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and receive a favorable suitability determination. The successful candidate will be subject to a re-investigation every five years thereafter. Employees will be hired provisionally, pending the results of a background investigation.

The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Employees are hired as excepted service, “at will” employees. This position is subject to mandatory electronic funds transfer. The United States Bankruptcy Court is an equal opportunity employer.

### **Information for Applicants**

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without any prior written notice. If the applicant is hired at CPS 28, a promotion to a CPS 29 will not require further competition.