



Position Announcement

Position: Financial Administrator

Location: Burlington, Vermont

Announcement Number: 2026-7

Position Status: Full-Time Permanent

Opening Date: August 20, 2026

Closing Date: Open until filled

Classification Level: CPS CL-28

Developmental Salary Range: \$73,045- \$90,573

Full Performance Range: \$91,335 - \$118,770

New hires with no federal judiciary experience are typically appointed in the beginning developmental salary range. Advance in-step appointments are dependent upon qualifications and experience.

The Clerk's Office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at two staffed locations: Burlington, and Rutland. This position is located in the Clerk's Office headquarters in Burlington. The incumbent performs and coordinates financial and accounting work for the court, including budget preparation and execution, accounts payable and receivable, financial reporting, and compliance with internal controls and judiciary regulations. The Financial Administrator oversees financial staff and reports to the Clerk of Court and/or Chief Deputy Clerk. This is an in person, non-telework position.

DUTIES AND RESPONSIBILITIES:

Policy and Budget: Formulate and implement financial and budget policies and procedures; advise managers, executives, and judges on financial matters and lead special initiatives; prepare the court's budget plan, analyze spending scenarios, manage the budget through the fiscal year, and recommend reprogramming actions.

Accounting and Funds: Maintain, reconcile, and analyze accounting records, including cash receipts, registry and deposit funds, and allotment ledgers; process accounts payable and receivable and ensure accountability of monies received and disbursed; review payment vouchers; maintain files related to the monetary aspects of case management.

Reporting and Analysis: Prepare, update, and analyze financial statements and reports for the court, Administrative Office, Treasury, and other agencies; design spreadsheets and tools for financial analysis; research questions, trends, and areas for improvement and prepare written responses.

Compliance and Controls: Review operations for compliance with the Guide to Judiciary Policy, internal controls, and generally accepted accounting principles; maintain the internal controls manual and coordinate audit activities; ensure proper controls over the disbursement, transfer, recording, and reporting of funds.

Staff and Systems: Oversee, assign, prioritize, and train financial staff; use and train others on accounting and cash management systems; collaborate with IT to improve finance systems and record-keeping; travel as needed for coverage and training; perform other duties as assigned.

Minimum Qualifications:

General Experience: The candidate must be a high school graduate (or equivalent) and possess three years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must have two years of progressively responsible experience applying rules, regulations, or procedures to financial, budgetary, or quantitative work. Qualifying experience includes one or more of the following: developing or monitoring a budget; collecting, receipting, or reconciling funds; preparing financial, statistical, or regulatory reports; analyzing costs, rates, or operational data; or using automated systems for accounting, case or financial records, spreadsheets, or report generation. Such experience is commonly encountered in courts, government agencies, regulated utilities, finance or accounting offices, banking and credit firms, and similar organizations.

Desirable Qualifications / Court Preferred Skills:

A bachelor's degree in accounting, finance, business administration, or related field; experience in an accounting or financial management role; experience using Microsoft Excel; the ability to research, comprehend, and apply complex regulations or policy guidelines; superior attention to detail; familiarity with Microsoft Office applications and Adobe Acrobat; excellent oral and written communication skills; demonstrated problem solving and analytical skills; discretion and professional presentation; and a history of completing duties on time.

Experience and Educational Substitutions:

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

Benefits:

Judiciary employees are not classified under Civil Service but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 11 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

Application Process:

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

By email: HR@vtd.uscourts.gov
Subject: Financial Administrator Position

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background

check and subsequent favorable suitability determination as a condition of employment. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. All appointments are subject to mandatory Direct Deposit.