CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

MARK B. BUSBY
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

Eureka-McKinleyville Division
3140 Boeing Avenue
McKinleyville, CA 95519

Position: Financial Supervisor
Classification Level: CL-28
Salary Range: $89,488 - $145,507
(Depending upon experience and qualifications)
Location: San Francisco, CA
Opening Date: October 29, 2026
Closing Date: Open until filled.

(Priority consideration to applicants who apply by November 12, 2026)

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, work schedules that promotes a work-life balance, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an effective manner. This position offers an excellent opportunity to advance a career in federal court service.

POSITION OVERVIEW

The Financial Supervisor ensures the Court's compliance with internal controls, regulations, and policies affecting financial processes and their interaction with other court operations. The Financial Supervisor prepares, updates, and analyzes accounting and financial records, financial statements, and reports; oversees accounts payable and accounts receivable activities; develops recommendations for procedural improvements; and assists with policy development regarding financial matters.

The Financial Supervisor is responsible for the following key functions:

- Supervises employees involved in financial activities, including assigning and reviewing work, evaluating performance, prioritizing workloads, developing work standards, providing training, and recommending personnel actions.
- Oversee the Court's day-to-day accounting and financial operations, ensuring the accuracy and accountability of funds received, deposited, distributed, and disbursed.
- Maintain, reconcile, and analyze financial records, including cash receipts journals, non-cash collateral receipts, registry funds, deposit funds, and subsidiary ledgers.
- Review and perform accounts payable and accounts receivable functions, ensuring compliance with applicable accounting procedures, regulations, and internal controls.
- Prepare, examine, and analyze financial statements, reports, and other financial documentation requested by court management, the Administrative Office of the U.S. Courts, the U.S. Treasury, and other agencies.
- Oversee the accounting and processing of criminal debt, victim restitution payments, and complex financial transactions.
- Oversee the collection, balancing, recording, and depositing of court funds, including fees, fines, restitution, penalties, forfeitures, and other payments.
- Review financial transactions, travel vouchers, refund requests, and expenditures to ensure accuracy and compliance with judiciary regulations and established procedures.
- Communicate complex financial information and recommendations to judges, court executives, managers, employees, and outside agencies
- Provide guidance and training to employees responsible for financial transactions,

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal focus employer.

ensuring consistent application of financial policies and procedures.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

- For CL-28, two years specialized experience, including at least one year of specialized experience at or equivalent to CL-27.

Specialized Experience:
Candidates must possess at least six years of 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. At least two years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Preferred Qualifications:

In addition to the minimum qualifications, the following are highly preferred:

- A bachelor's or graduate degree from an accredited university in accounting, finance, business administration, public administration, or a related field.
- Previous financial management or supervisory experience within the federal judiciary or another government agency.
- Extensive knowledge of judiciary financial policies, procedures, regulations, and the Guide to Judiciary Policy.
- Comprehensive knowledge of government accounting practices, generally accepted accounting principles, fiscal reconciliation, and internal controls.
- Experience managing accounts payable, accounts receivable, registry funds, criminal debt, restitution payments, and other court financial transactions.
- Knowledge of federal court operations, organizational structures, and financial reporting requirements.
- Experience conducting financial reviews, identifying deficiencies, and developing recommendations for operational improvements.
- Demonstrated experience supervising employees, evaluating performance, assigning work, providing training, and resolving workplace issues.
- Knowledge of judiciary financial management and automated accounting systems.

COMPENSATION AND BENEFITS

The U.S. District Court is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Conditions of Employment

- FBI fingerprint check and background investigation. Employment is provisional and contingent on satisfactory completion of the background investigation.
- Adherence to a code of conduct.
- Mandatory direct deposit of federal wages.
- The Court is not authorized to reimburse travel expenses for interviews or relocation.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

Applicants must submit the following:

1. Cover Letter
2. Resume
3. Three professional references.

How to Apply

- Submit the online application, with the documents listed above, at https://www.governmentjobs.com/careers/uscourtscand
- Provide all work history from the past ten years.
- Submit attachments as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not accepted.

Applications are considered complete when the online application and all required attachments, in the appropriate format, are received by the Human Resources Unit.