



**United States Probation Office
Northern District of California**

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MISSION

The Northern District of California Probation Office is a collaborative team of professionals who apply innovative practices and strategies in order to:

- Assist the federal courts in the fair administration of justice;
- Protect the community; and
- Bring about long-term positive change in individuals under supervision.

VISION

The Northern District of California Probation Office strives to create a supportive environment where staff have rewarding careers. Our goal is to create growth opportunities for justice impacted individuals, while upholding the integrity of the judiciary and connecting with the community we serve.

VALUES

Accountability
Integrity
Innovation
Diversity
Collaboration

November 20, 2025
**Financial Administrator
Vacancy Announcement
Job Code: 25-9C1120FA**

Position: Financial Administrator (CL-28)
Status: Full-Time Remote (Telework with occasional onsite assignments)
Salary Range: \$88,626 - \$144,031 Table SF (CL 28/01 – CL 28/61)*
Closing Date: December 19, 2025, at 5:00 pm PST
Location: Remote
*Salary adjusted based on locality

The Northern District of California United States Probation Office seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to persons under supervision. The Office is now seeking a qualified Financial Administrator. The selected candidate will be placed at Classification Level CL-28.

The ideal candidate will be an accomplished and self-motivated individual with excellent interpersonal skills and strong work-ethic. This individual will embrace our mission and be committed to and believe in our vision of working together creatively to transform lives in enhancing the safety of our community. Our fast-paced, highly service-oriented environment will provide opportunities for challenging and rewarding work as a member of the probation support team. The successful individual must be able to thrive in an environment that promotes teamwork and professional enrichment where we commit to supporting and defending the U.S. Constitution, the worth and dignity of all people, defending their right to be treated with fairness and respect, believing that all people are capable of positive change using evidence-based practices. We promote a diverse, equitable, and inclusive workplace.

POSITION DESCRIPTION:

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 JOB DUTIES & RESPONSIBILITIES:

- 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.
- Perform other duties as assigned.

QUALIFICATIONS:

For CL-28: Candidate must possess two years of specialized experience, including at least one year equivalent to work at CL-27.

OR

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in accounting, finance, business administration, or other field closely related to the subject matter of the position.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking, and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED EDUCATION AND EXPERIENCE: A bachelor's degree in accounting, finance, business administration, or related field. General knowledge of the criminal justice system and probation/parole processes and procedures. Experience working in a federal government or federal court environment. Experience with Windows, Microsoft Word, and WordPerfect.

PERSONAL CHARACTERISTICS AND SKILLS: Unquestioned integrity, superior organizational and analytical skills, detail-oriented, and ability to problem solve and exercise sound judgment. Demonstrates sound ethics; maintaining a professional demeanor and presence; possessing effective verbal and written communication skills; having the ability to work with a wide variety of people with diverse backgrounds; having the ability to handle multiple demands in a fast-paced work environment; having the ability to compile information within established time frames and follow detailed instructions accurately; and having the ability to adapt to change.

APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. In one PDF document in the following order, applicants must submit:

- A letter of interest with the Job Code listed;
- A resume;
- The Application for Judicial Branch Federal Employment (AO 78 [version 5/24]), including Question Numbers 19, 20, and 21 in the Optional Background Information Section of the Application on Page 5 of 5, which is available at: www.canp.uscourts.gov on the Careers Opportunity page;
- Copies of their two most recent completed and signed performance evaluations;
- and electronic official college transcripts* (this can be emailed to the email address below separately).

* Official college transcripts are not required for internal candidates

Application materials will not be considered complete until all the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. It is required that you submit your application materials as a single PDF document via e-mail to: CANP_Resumes@canp.uscourts.gov. Official college transcripts can be emailed by the college to the email listed or emailed to CANP_Resumes@canp.uscourts.gov. All other application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. Only the most qualified applicants will be interviewed and only those who are interviewed will receive a response regarding their application status.
- Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan.
- Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.
- The United States Probation Office for the Northern District of California reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.