



United States District Court Northern District of West Virginia Vacancy Announcement

Position Title: Financial Administrator
Location: Northern District of West Virginia – Duty Station to be Determined
Open Date: January 15, 2026
Job Grade/Salary: CPS CL 29/1 TO CL 29/61 (\$85,141 - \$158,334)
Deadline: Starting salary commensurate with qualifications, experience, and duty station. Open until filled. Applications received by February 6, 2026, will be given first consideration.
Announcement # 2026-04

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Financial Administrator. The Financial Administrator oversees, manages, performs and coordinates administrative, analytical, technical, supervision, and professional work related to financial and accounting activities of the court. The incumbent directs office staff and ensures compliance with internal controls, government requirements, regulations, and policies affecting financial processes and their interaction with other court processes. The Financial Administrator prepares, updates, and analyzes a variety of accounting records, and financial statements; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements, and assists with policy development regarding financial and accounting matters.

Representative Duties:

- Manage and oversee the day-to-day accounting and financial functions of the court. Maintain and analyze accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the court. Perform accounting for all monies paid into the court including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bail bonds, etc., and refunds and reimbursements to appropriations. Classify all accounting transactions relating to the court in accordance with regulations issued by the Department of Treasury and by the Administrative Office of the United States Courts. Perform bank and Treasury reconciliations. Prepare reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials as necessary. Represent the court in both oral and written responses to financial questions.
- Develop and maintain a system to provide for the appropriate investment of registry funds. Ensure that all orders of the court involving the registry fund account are carried out promptly and accurately and perform the requisite accounting for same.
- Oversee the financial duties assigned to staff, make improvements as necessary and develop and maintain a system of internal controls to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud. Maintain control over the ordering, distribution, and accountability of official forms, reports, receipts, and checks, as well as other non-monetary items placed with the court, such as bonds, titles, and deeds. Maintain files on all matters pertaining to the financial activity of the court.
- Oversee the review of all vouchers related to various expenses submitted by the court, district staff units, and other judiciary units, for propriety of payment and proper classification of the funds disbursed. Disburse funds to pay various bills.

- Assure collateral has been posted before registry funds are deposited. Notify the U. S. Attorney's Office and Probation Office of the collection of fines, special assessments, penalties, and restitution payments by defendants, as required.
- Make recommendations for improvements of the overall effectiveness of financial management in the court, including the implementation of new improved methods, systems, and procedures. Initiate and maintain a comprehensive training program for all employees having financial responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Communicate clearly and effectively, both orally and in writing, to explain complex financial and accounting concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and court staff.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts. Always demonstrate sound ethics and good judgment.
- Use a wide variety of manual and automated accounting systems and cash management tools. Promote, assist and train other court employees in the use of these systems and tools.
- Perform other duties as assigned.

Qualifications and Requirements: Interested applicants should have a degree in business, accounting or related field of study. Candidates must possess at least six years of progressively responsible specialized experience that has provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of finance, accounting, government regulations, auditing, data validation, and business management.

The ideal candidate will possess excellent communication and interpersonal skills; demonstrate strong leadership, organizational and problem-solving skills; possess a positive work attitude; maintain a professional demeanor; and consistently demonstrate sound ethics and judgment.

Preferred Qualifications: Experience in the federal court environment is advantageous, particularly combined with advanced knowledge of finance and accounting in the federal system.

Miscellaneous:

The United States District Court is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) Judiciary employees serve under excepted appointments (not civil service) and are "at-will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request. Selected candidate is subject to a seven-year background investigation with periodic updates every five years, and can be appointed provisionally, pending a favorable suitability determination.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan, a savings/investment plan similar to a 401(k) with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Qualified applicants must submit **one** PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter, and a resume with salary history, and professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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