



**United States District Court for the
Southern District of Alabama
Mobile, Alabama**

**VACANCY ANNOUNCEMENT 25-04
FINANCIAL DIRECTOR**

The United States District Court for the Southern District of Alabama is currently accepting applications for a full-time Financial Director. This permanent position requires scheduled hours of Monday through Friday from 8:00 a.m. until 5:00 p.m. and is located in the Clerk's Office in Mobile, Alabama. The Financial Director reports to the Chief Deputy Clerk. This position will be subject to a six-month probationary period.

Position: Financial Director
Salary Range: CL30 \$99,611 - \$161,910*
Opening Date: September 29, 2025
Closing Date: Open until filled
(Promotional potential up to CL31 without further competition.)

MISSION OF THE CLERK'S OFFICE:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

POSITION OVERVIEW:

The Financial Director performs and coordinates administrative, technical and professional work related to financial, accounting, and budgetary activities of the court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The Financial Director assists with accounts payable and accounts receivable activities, assists with budget preparation, conducts internal reviews, develops recommendations regarding procedures for improvements, and assists with policy development regarding financial matters. The incumbent prepares, updates, and analyzes a variety of accounting records, financial statements, and reports.

DUTIES AND RESPONSIBILITIES:

- Oversee the day-to-day accounting, financial, budget, and procurement functions of the court. Oversee the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court and the Administrative Office of the United States Courts' guidelines. Oversee the preparation of reports and financial statements for submission to the U.S. Treasury, the Administrative Office and other court requests.
- Supervise Finance and Procurement staff, including assigning and reviewing work and evaluating performance. Monitor cross-training. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, discipline, and separations. Coordinate staff training to ensure that required certifications are met and maintained.
- Manage the Court's budgetary functions from day to day to month-end reporting requirements while ensuring monies are properly allocated and tracked to meet the spending needs of the Court.

- Work with court agencies in providing and obtaining information and resolving matters. Make recommendations for improving the court's financial management, including methods, systems, and procedures.
- Assist in the development and oversight of effective internal controls, including audit processes to ensure proper segregation of accounting functions and to assist in the prevention of errors and the detection of fraud. Oversee the creation of accurate, reliable, and user-friendly manuals, handbooks, job aids, web content, and other training materials. Actively participate in the annual and cyclical audit preparation and fieldwork.
- Respond to requests and answer procedural questions from judges, management and staff. Provide customer service and resolve difficulties while complying with regulations, rules and procedures. Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and judgment at all times. Handle confidential and sensitive information appropriately.
- Assess staff training needs, analyzing difficulties and knowledge gaps. Assist in the initiation and maintenance of a comprehensive training program for all employees having financial and procurement responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Oversee the review of all vouchers, the preparation of paperwork, and the disbursement of monies.
- Oversee and facilitate the non-appropriated fund documentation to aid the custodian of the fund in adhering to requirements and regulations.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

The successful applicant must be a high school and college graduate with five years of progressively responsible financial, budgetary, administrative, or business experience. Prior federal judiciary experience with detailed knowledge of accounting procedures, automated equipment, and financial software used in the judiciary is strongly preferred. Supervisory or managerial experience is strongly preferred. Knowledge of legal terminology, federal court processes, and functions of the court is preferred. Strong written and verbal communication skills are required. Strong organizational skills and the ability to prioritize a large volume of work are required. Light lifting may be required. Some travel may be required.

BENEFITS:

The judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health insurance, and participation in the Federal Employees' Retirement System. Learn more about the [major benefits offered](#) to most federal employees.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are at-will and can be terminated with or without cause by the court. Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

This position is classified as a sensitive position within the federal judiciary. The final candidate will be subject to an FBI fingerprint check as a condition of employment, and may be subject to periodic updates. The final candidate will be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination. Unsatisfactory results may result in termination of employment.

APPLICATION PROCEDURES:

Qualified applicants must submit **ONE COMBINED PDF** document containing the following to alsd_hr@alsd.uscourts.gov.

- 1) Letter of interest explaining how your experience relates to the position requirements.
- 2) Resume detailing all relevant experience, education and skills.
- 3) Completed Application for Judicial Branch Employment (Form AO 78) available on the court's website (www.alsd.uscourts.gov).

If your application packet does not include all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available. Please do not inquire about the status of your application. The U.S. District Court reserves the right to modify the conditions of this job announcement or withdraw the job announcement without prior notice.

Equal Employment Opportunity Employer