

# UNITED STATES BANKRUPTCY COURT FOR THE EASTERN and WESTERN DISTRICTS OF ARKANSAS



## POSITION VACANCY ANNOUNCEMENT

**Vacancy #:** #26-C01  
**Posting Dates:** Open until filled, with first consideration given to applications submitted no later than January 26, 2026  
**Position Title:** Financial Administrator  
**Grade/Starting Salary:** CL 29 – \$85,141 to \$106,437 (Depending on experience and qualifications; a judiciary transfer may qualify for higher step)  
**Position Location:** U.S. Bankruptcy Courthouse, 300 W. 2<sup>nd</sup> Street, Little Rock, AR 72201

### **Position Overview**

The Clerk of Court for the United States Bankruptcy Court, Eastern and Western Districts of Arkansas is seeking qualified applicants for the full-time position of Financial Administrator. The incumbent performs and coordinates administrative, analytical, technical, and professional work related to all financial, accounting, and budgetary activities for the court, ensuring compliance with the appropriate guidelines, policies, and internal controls.

### **Representative Duties:**

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the unit and court. Advise clerk on court financial and budget matters and serve as project manager on special financial or budget initiatives.
- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit funds, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable 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 court unit, Administrative Office, U.S. Treasury, 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 clerk and judges. 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.

- Use a wide variety of manual and automated accounting systems and cash management tools.

### **Required Qualifications**

A bachelor's degree from an accredited college or university is strongly preferred. Successful applicants must have a minimum of four (4) years of specialized experience, which is defined as progressively technical experience directly related to the duties and responsibilities of the position.

Applicants must demonstrate well-developed organizational and time-management skills, along with a proven ability to prioritize multiple demands and meet established deadlines and commitments. Attention to detail is critical, along with the ability to research, analyze, and determine the proper procedure for all financial processes. The selected candidate must be a proven innovative and creative problem solver.

### **Preferred Qualifications**

Prior federal judiciary experience with detailed knowledge of accounting procedures and financial software used in the judiciary is strongly preferred. Knowledge of legal terminology, federal court processes, and functions of the court is preferred.

### **Benefits Information**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Detailed information on benefits can be found at <https://www.uscourts.gov/careers/benefits>

### **Additional Information**

This position is subject to mandatory electronic direct deposit of salary payment.

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. A background investigation will be conducted as a condition of employment.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees of the United States Bankruptcy Court for the Eastern and Western Districts of Arkansas are at will and can be terminated with or without cause at any time.

### **Application Process and Information**

To be considered application packages must include:

1. Cover letter wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.

Qualified applicants may submit application package to:

Human Resources #26-C01  
U.S. Bankruptcy Court  
300 W. 2<sup>nd</sup> Street  
Little Rock, AR 72201

NO PHONE CALLS, PLEASE

*\*\*The Court is an Equal Opportunity Employer\*\**