



UNITED STATES DISTRICT COURT

Northern District of Ohio

Sara Lioi, Chief Judge | Christian M. Capece, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants must submit **ONE PDF** document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

FINANCIAL SUPERVISOR | VACANCY #26-09

Duty Station: Cleveland, Ohio **Posted:** February 27, 2026
Status: Full-time Permanent **Closing:** Open Until Filled
Classification: CL 28 / CL 29 **Reports To:** Chief Deputy Clerk
Starting Salary Range* \$74,745 - \$144,492

**Starting salary commensurate with work experience, education, and previous Federal Court experience.*

POSITION OVERVIEW:

The United States District Court for the Northern District of Ohio is seeking a Financial Supervisor to join the Clerk's Office in Cleveland, Ohio. The Financial Supervisor performs and coordinates administrative, analytical, technical, and professional work related to the financial, accounting, and procurement activities of the Court.

The incumbent ensures the Court's compliance with regulations affecting financial processes and their interaction with other Court processes. The Financial Supervisor 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 matters. *(Promotion potential to CL 29 without further competition.)*

DUTIES AND RESPONSIBILITIES:

- 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 be responsible 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.
- Research and analyze financial 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.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Successful completion of a ten-year background investigation with law enforcement agencies including fingerprint, criminal, financial, and employment records check.
- Successful completion of a re-investigation every five (5) years thereafter.
- Employment is considered provisional until the background investigation is complete and favorable suitability is determined.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the *Guide to Judiciary Policy*, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

DUTIES AND RESPONSIBILITIES CONTINUED:

- Ensure 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 IT staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and procurement operations and execution within the unit and the Court. Advise managers, executives, or judges on Court financial and procurement matters and serve as project manager on special financial or procurement initiatives. Provide guidance and assistance to other units within the district on financial and procurement matters.
- 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.
- Oversee and assist in the development of financial and procurement support staff. Coordinate any necessary training of both financial support staff and interdepartmental staff as the financial policies, procedures, and internal controls, such as cashier/receipting, reconciliation/deposit, and travel.
- 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.
- Assist in the management of the Court's financial management systems, including periodic updates to existing systems, implementation of new programs, and authorized user account creation and monitoring.
- Supervise employees involved in financial and procurement activities, including assigning and reviewing work, evaluation performance, and recommending personnel actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on financial and procurement policies, procedures, and internal controls.
- Other duties as assigned.

QUALIFICATIONS:

Candidates must possess at least six (6) years of progressively responsible experience in at least one (1) or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, financial reporting, or procurement, that provided a knowledge of the rules, regulations, and terminology of financial administration. At least two (2) years of the 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.

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)-401 (k)-styled program with up to 5% match
- Transit Subsidy
- Fitness Center

OTHER

- Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews.
- Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.
- The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

PREFERRED QUALIFICATIONS:

- In addition to the minimum qualifications, the following are highly preferred:
- A graduate degree from an accredited university in a field such as business or public administration, finance, accounting, political science, criminal justice, law, management, or other related academic discipline.
 - Federal Judiciary experience and knowledge of the *Guide to Judiciary Policy*.
 - In-depth knowledge of federal and local court rules, court policies and procedures, and an understanding of legal terminology.
 - A clear understanding of federal court operations, roles, functions, and organizational structure, culture, and dynamics.
 - Previous supervision experience within a federal court or other government entity.
 - Knowledge of Judiciary automated systems, including JIFMS and CM/ECF.

REQUIRED SKILLS:

- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.
- Ability to communicate financial information effectively (orally and in writing) with individuals and groups.
- Ability to demonstrate progressively responsible administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.
- Ability to interact effectively with others, providing customer service, and resolving difficulties while complying with regulations, rules, and procedures.
- Demonstrated leadership skills as well as the ability to manage multiple priorities within strict deadlines in a fast-paced environment.
- Demonstrated ability to make timely and effective decisions.
- Ability to maintain appropriate separation of duties and coordinate effectively with judges and all levels of staff.
- Skill in developing the interpersonal work relationships needed to lead a team of employees effectively.
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Judiciary unit involved and the ability to exercise mature judgment.
- Demonstrated knowledge of supervisory and employee management principles, an understanding of performance management processes and principles, as well as employee rights, protections, and avenues of appeal.
- Demonstrated ability to use mediation and problem-solving skills when managing conflicts in the workplace.
- Demonstrated proficiency in problem solving, troubleshooting, and identifying alternative solutions.
- Advanced experience using SharePoint, Microsoft Office products (including Excel), and Adobe Acrobat; skill in use of automated equipment such as a cash register and database applications, financial and accounting systems.
- Strong office and organizational skills, attention to detail, solid data entry, and computer skills.
- The ability to maintain confidentiality is essential.