



UNITED STATES BANKRUPTCY COURT

Eastern District of Wisconsin

Katherine M. Perhach, Chief Bankruptcy Judge | Sean D. McDermott, Clerk of Court

POSITION VACANCY ANNOUNCEMENT

Position Title:	Financial Administrator
Opening Date:	March 19, 2026
Closing Date:	Open until filled, with first consideration given to applications submitted on or before April 3, 2026
Grade/Starting Salary:	CL 28 (\$74,861-\$121,723) Starting salary commensurate with qualifications and experience and subject to budgetary considerations
Position Location:	U.S. Bankruptcy Court, 517 E. Wisconsin Ave. Rm 126, Milwaukee WI 53202

Position Overview

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

The incumbent serves as a first-line supervisor over the Finance Department staff and reports to the Chief Deputy. Occasional business travel is required. This position may occasionally require working beyond normal business hours (8:30 a.m. to 5:00 p.m.) to meet the demands of the court.

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 finance, budget, and associated activities and prepare reports.

- Perform purchasing activities ensuring procurement rules and regulations are followed including the Guide to Judiciary Policies and Procedures and the Judiciary Procurement Program Procedures. Act as the court's Contracting Officer's Representative. Monitor contracts and ensure terms are met. Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, sole source procurements, competitive bids or existing government contracts.
- Serve as the court's Disposal Officer ensuring that the proper disposal guidance is adhered to and that the proper documentation is maintained.
- Receive, review, and process travel vouchers and travel authorizations for court/chambers staff. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper classification.
- 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, such as conducting internal audits, working with auditors during external cyclical audits, and ensuring recurring audit responsibilities are documented and performed.
- 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.
- Oversee and support the development of financial and procurement staff, including coordinating training for both financial and non-financial employees on policies, procedures, systems, and internal controls (e.g., cashiering, receipting, reconciliation, deposits, travel, and procurement activities). Lead daily financial operations by assigning and reviewing work, setting priorities, and ensuring compliance. Conduct performance evaluations, recommend personnel actions, and help establish work standards.

Required Qualifications

To qualify for the Financial Administrator position under the Court Personnel System, an individual must meet the qualification standards for the highest level of work (position) supervised. Successful applicants must have a minimum of four (4) years of specialized experience, including at least one year of experience equivalent to the work performed at a classification level 27.

Specialized experience is defined as progressively responsible experience in two (2) or more of the functional areas of financial management and administration such as budgeting, accounting, procurement, auditing, or financial reporting that provided a knowledge of the rules, regulations, and terminology of financial administration.

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. A bachelor's degree from an accredited college or

university is preferred. Knowledge of legal terminology, federal court processes, and functions of the court is preferred.

Previous supervision experience or demonstrated leadership abilities within a federal court or other government entity is preferred.

Salary

The salary range for the position is CL 28-1 (\$74,861) to CL 28-61 (\$121,723), commensurate with qualifications, specialized experience, budgetary considerations and/or prior classification under the Court Personnel System or Judiciary Salary Plan. A successful candidate hired at a CL-28 may be promoted to a CL-29, without further competition, at the discretion of the Clerk of Court, based on performance and subject to budgetary considerations.

Benefits Information

This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package, which includes paid annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, Thrift Savings Plan, commuter benefit program, flexible spending accounts for health and dependent care, transportation subsidy program (contingent on budgetary funding), employee assistance program, and eleven (11) paid Federal holidays per calendar year. Additional information about the benefits can be found at www.uscourts.gov/careers/benefits. Telework options are available after training period is complete, but this is not a full-time telework position. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment and Additional Information for Applicants

The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The U.S. Bankruptcy Court for the Eastern District of Wisconsin is an Equal Opportunity Employer.

The court reserves the right to fill more than the advertised number of positions with this announcement, to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position and only applicants selected for an interview will be notified. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Interviews for applicants outside of the Milwaukee Metro area may be held by Zoom.

Applicants must be United States citizens or eligible to work in the United States.

Applicants are required to answer Optional Background Information questions 19-21 on the AO-78, Federal Judicial Branch Application for Employment before an offer of employment will be made.

As a condition of employment, the selected candidate must successfully complete a five-year background investigation, which includes a seven-year credit search, with periodic updates every five years thereafter.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Application Process and Information

Applicants are invited to electronically submit a cover letter; resume (including educational information, employment experience, and salary history); three (3) professional references and contact information; and a completed AO-78, Application for Judicial Branch Federal Employment, which can be downloaded from [the Court's website](#).

All documents are to be forwarded as one PDF file via email to: hr_wieb@wieb.uscourts.gov. Please include in the subject line: FINANCIAL ADMINISTRATOR (#26-03).

This position is open until filled, but preference will be given to application packages received on or before close of business, April 3, 2026.