



United States District Court Eastern District of New York

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Vacancy Announcement Announcement #26-30BUDGETFINSPEC

Position: Budget and Financial Specialist

Location: Brooklyn Office – 225 Cadman Plaza East

Position Type: Full-Time Permanent

Salary Range: Starting Salary: CL 27 (\$70,392 - \$88,005)*
CL 28 (\$84,358 - \$105,481)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level without further competition.

Opening Date: Monday, September 21, 2026

Closing Date: Friday, October 9, 2026

INTRODUCTION:

The Budget and Financial Specialist performs a wide variety of budget transactions for the District Court, Bankruptcy Court & Probation Department, and performs financial transactions for the District Court. The incumbent provides financial and accounting activities by ensuring accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies. This position is in the office of the Clerk of Court and reports directly to the Financial Manager.

DUTIES AND RESPONSIBILITIES:

Assist in the development of an annual spending plan, perform data analysis, conduct modeling based on different scenarios and execute approved budget plans.

Formulate and implement approved policies, procedures and protocols related to budget plan execution. Provides budget/financial consultation and technical support to management staff. Trains and coordinates work with other staff members as required.

Maintains and analyzes JIFMS and other legacy systems, Infoweb, Excel spreadsheets, and in-house budgeting and accounting records.

Maintain oversight of funding allotments and enters any adjustments into JIFMS and the unit's Status of Funds Report. Assist with the preparation of and electronically submit the unit's Electronic Status of Funds reports to the Administrative Office.

Provide budget forecasting reports in order to track spending priorities and ensure that the total court unit allotment will not be exceeded. Develop ad hoc reports as requested. Respond to requests for information and reports from various stakeholders.

Collect, review, analyze and maintain records of actual operating expenses and revenues to compare with estimated budget.

Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary information.

Develops and justifies budget requirements; monitors spending plans; recommends and enters reprogrammings.

Submits amendments and supplemental funding requests, including justifications for additional allotments; coordinates completion of budget requirements and estimates.

Acts as the liaison for judges and employees that travel on official business; reviews travel vouchers for accuracy and completeness; interact effectively with all colleagues and stakeholders, providing good customer service and resolving questions efficiently while complying with regulations, rules, and procedures.

Receive and review vouchers for expenses incurred by the court and court staff; maintain accounting records by imputing transactions; reconciles accounts through the judiciary's JIFMS and other legacy financial automated system.

REQUIRED QUALIFICATIONS:

Specialized Experience:

CL 27 – Two years progressively responsible experience in at least one but preferably two or more functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration. For the CL 28 level, three years of specialized experience is required.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrift Savings Plan (like a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

HOW TO APPLY:

Applicants must email the following items in a single PDF document to <https://edny.app.box.com/f/012eee0fc105422d99324c1defff2787> in the following order:

- Cover letter explaining your interest in pursuing this position and detailing your specialized experience, preferred qualifications, and steps you have taken to prepare for this position.
- Chronological resume.
- Two professional references.
- Completed application Form [AO78 - Application for Judicial Branch Federal Employment](#)
- Title the email and pdf document as: Last Name, First Name 26-30 - Budget Specialist.

Address your cover letter to:

**Attn: Cynthia Montanez, Director of Human Resources
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

APPLICANT INFORMATION:

Applications will be screened for qualifications, and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Employees are “At Will” and are not covered by the Office of Personnel Management’s civil service classifications or regulations. All employees are required to adhere to the Code of Conduct for judicial employees. Initial appointment of the successful applicant is provisional pending the required criminal fingerprint check once an offer of employment is made. The successful applicant will also be required to undergo a five-year background investigation including criminal record, education, residence and credit checks, with subsequent updates every five years thereafter as a condition of employment. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The United District Court, EDNY reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

The U.S. District Court is an Equal Opportunity Employer.