

\*\*\* EMPLOYMENT OPPORTUNITY \*\*\*



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

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Position Title:	Financial Administrator
Location:	Little Rock Clerk's Office - Announcement #24-C02
Closing Date:	Open Until Filled ( <i>Review of resumes upon receipt</i> )
Starting Salary/Range:	CL 27/28 (\$58,030 – 113,078)
Tour of Duty:	Full-time

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**Position Overview:** The U.S. District Court, Eastern District of Arkansas is seeking a highly qualified individual with excellent financial management skills to serve as a full-time Financial Administrator. The incumbent performs and coordinates administrative, analytical, technical, and professional work related to financial, accounting, and budgetary activities of the Court ensuring compliance with appropriate guidelines, internal controls, and regulations.

**Required Qualifications:** Must be a high school graduate or equivalent plus one-year specialized experience. Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

**Preferred Qualifications:** A bachelor's degree from an accredited University in Accounting. Five years of specialized experience. Certified Public Accountant strongly preferred. Prior federal or state government financial experience strongly preferred.

Employees of the U. S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance, flexible spending accounts, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume to:

**Human Resources #24-C02  
United States District Clerk's Office  
600 West Capitol Avenue, Room A149  
Little Rock, AR 72201  
OR  
Ared\_employment@ared.uscourts.gov**

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