



KINIKIA D. ESSIX
District Court Executive

Detroit

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Detroit, MI 48226

Ann Arbor

200 E. Liberty St.
Ann Arbor, MI 48104

Bay City

1000 Washington Ave.
Bay City, MI 48708

Flint

600 Church St.
Flint, MI 48502

Port Huron

526 Water St.
Port Huron, MI 48060

www.mied.uscourts.gov

Important Dates

Opening Date:

June 29, 2026

Closing Date:

July 26, 2026

Anticipated Start Date:

September 2026

Apply to:

[Application Link](#)

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

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

Position: Financial Analyst
Vacancy #: 2026-19
Classification: CL 26/27 (depending on qualifications)
Salary Range: CL 26* Starting \$59,974 - \$74,972 / Earning Potential \$97,470
CL 27 Starting \$65,886 - \$82,327 / Earning Potential \$107,101
**promotion potential to CL 27 without further competition*
Duty Station: Detroit, MI Status: Full-time permanent
Open to: All qualified candidates Number of Positions: One (1)

POSITION OVERVIEW

This position is in the Financial Department of the Clerk's Office, reporting directly to the Financial Manager. The employee performs and coordinates administrative, technical and professional work related to financial and accounting activities of the Court, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The employee prepares, updates, and analyzes a variety of accounting records, financial statements, reports, oversees, and assists with accounts payable and accounts receivable activities, assists with budget preparation, conducts internal reviews, develops recommendations on procedures for improvements, and assists with policy development on financial matters. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours may be required.

Duties include, but are not limited to the following:

- Leads the work of the Financial Technicians; assists in workforce planning, staff training and professional development; participates in recruitment and selection activities; assists in monitoring work schedules. Provides input in the annual evaluation of Financial Technicians.
- Assists with the formulation, evaluation, and implementation of policies, procedures, District Court Internal Controls, and protocols related to financial operations throughout the Court.
- Conducts compliance reviews to ensure adherence to the *Guide to Judiciary Policies and Procedures*, internal controls, and generally accepted accounting principles. Prepares documents to identify findings and develops written recommendations for corrective action.
- Maintains, reconciles, and analyzes accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Reviews and/or performs accounts payable and accounts receivable duties; has responsibility for the accuracy and accountability of monies received and disbursed by the Court. Prepares, updates, examines, and analyzes a variety of regular and non-standard reports as requested by the Court, Administrative Office, U.S. Treasury, financial institutions, or other organizations/agencies. Designs, develops, and maintains spreadsheet formats and programs for analyzing financial information for the Court.
- Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Reviews vouchers for payments related to expenses incurred by the Court for appropriateness of payment. Accepts responsibility for files and documents related to the monetary aspects of case management. Collaborates with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Assists with the oversight of operations to ensure compliance with internal controls, policies, and procedures.



MIED MISSION

The mission of the Clerk's Office of the United States District Court for the Eastern District of Michigan is to assist the Court in the timely disposition of all case matters by providing support services: to schedule cases before the Court, to maintain the official record of the Court, to maintain all monetary transactions and financial records of the Court and to maintain all jury related operations of the Court in a manner that renders efficient, effective and courteous service to the general public, jurors, judicial officers, judicial staff members, the Federal Bar, other federal and state courts, litigants and other governmental agencies.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Except for Probation Officers, employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

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.

- Assists with monitoring of daily fund balances and transferring funds as necessary and appropriate. Uses a wide variety of manual and automated accounting systems and cash management tools. Assists and trains other Court employees in the use of these systems and tools.
- Monitors Criminal Justice Act payments to attorneys and experts and certifies all vouchers for payment.
- Monitors daily deposit information from the Treasury Department to reconcile deposits with Court records.
- Reviews and reconciles monthly travel charge card statements to supporting documentation; prepares and submits payment documents; and authorized travel agency charges to the centrally billed account in accordance with judiciary policies and established guidelines.
- Performs other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

- **To qualify for the CL 26 Level:** High School graduation or equivalent and a minimum of one (1) year of specialized experience.
- **To qualify for the CL 27 Level:** High school graduation or equivalent and a minimum of two (2) years of specialized experience.

Specialized experience is defined as progressively responsible professional experience in at least one functional area of financial management and administration such as budget, accounting, auditing or financial reporting that provided the knowledge of rules, regulations, and terminology of financial administration.

Preferred:

- Professional experience in two or more functional areas of financial management
- Experience leading the work of others in a professional setting
- An advanced degree in finance from an accredited college or university

APPLICATION PROCEDURE

Applicants must submit their application and required documents using the link below.

[Application Link](#)

Required Documents:

- Cover letter (include vacancy number)
- Resume

Application materials that do not adhere to this procedure may not be considered. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

BENEFITS

Local (when/where available): Federal Court employees receive local benefits outlined [here](#).
National: Federal Court employees receive national benefits outlined [here](#).