



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

OFFICE OF PROBATION AND PRETRIAL SERVICES

VACANCY ANNOUNCEMENT

BUDGET MANAGER

06-UTP-26

OPEN DATE: JUNE 18, 2026

CLOSE DATE: OPEN UNTIL FILLED
PREFERRED APPLICATION DATE: JULY 9, 2026

The U.S. Probation and Pretrial Services Office for the District of Utah is seeking a highly motivated, detail oriented, and career-minded individual with a strong work ethic, unquestionable integrity, a positive attitude, and demonstrated experience to serve as a Budget Manager, which is a key management-level position. Under the direction of the Chief U.S. Probation Officer, the incumbent is responsible for managerial work related to supervision and oversight of all aspects of the financial functions of the U.S. Probation Office and ensuring accuracy, completeness of data, and quality of service. The position is a Court Personnel System classification level 28-30, salary range of \$71,583 – \$125,776. The position will be located in the Salt Lake City office, with a work schedule Monday through Friday. Transfers are welcome up to the CL 30 level.

The successful candidate will ensure compliance with internal controls, audits, policies, and regulations affecting financial processes, and performs financial and accounting activities for the court unit. Outside the unit, the Budget Manager is the liaison with other administrative staff, budgetary personnel from other court units, and the Administrative Office of the U.S Courts. The Budget Manager is a first-line supervisor over the budget and procurement employees.

The successful candidate must demonstrate technical expertise in the areas of budget planning, preparation, formulation, forecasting, and execution; and procurement management. This position requires professionalism, discretion, flexibility, initiative, and commitment. The incumbent has an overall responsibility for the management of budget formulation and monitoring. The ability to adhere to financial and operational guidelines and regulations is critical. The successful candidate will be self-motivated, articulate, and detail-oriented with excellent writing skills.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Manages the annual budget in a decentralized budgeting environment. Remains current on applicable program requirements, updates, and changes. Reviews and certifies vouchers for payment. Monitors spending to identify problem areas and makes necessary changes. Collaborates with members of management on budget and organizational issues. Advises managers and unit executives on staffing costs, cost projections, and related issues. Participates in strategic planning and provides advice to help achieve court unit goals.
- Assists the unit executive by overseeing and managing the U.S. Probation Office budget on a day-to-day basis including planning, estimating, reprogramming, projecting, monitoring, and reporting status of funds. Ensures the funds are never exceeded in accordance with the Anti-Deficiency Act. Advises the unit executive of any unusual or critical budget funding, special situations or potential shortfalls and suggests possible solutions. Makes budgetary recommendations within allotments and coordinates budget operations, as required, with the Administrative Office Finance & Budget Division. Reviews accounting records of each functional area allotment, reprograms funds, and reconciles accounts. Keeps program managers informed of current funding within their programs.

- Formulates, evaluates, and implements policies, procedures, and protocols related to financial and budgetary operations, and execution within the unit and court. Serves as a liaison to the Administrative Office of the U.S. Courts by advising managers, executives, or judges on court financial and budget matters and serves as project manager on special financial or budget initiatives.
- Oversees the review of all vouchers related to various expenses for propriety of payment and proper classification of the funds disbursed.
- Manages, develops, and mentors professional staff involved in financial and budget activities and procurement functions, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversees the daily operations of staff, conducts staff meetings, provides information, and delegates work. Routinely checks work products and processes, and provides coaching, training and guidance as required.
- Prepares the overall fiscal budget plan for review by the unit executive. Performs data analysis and conducts modeling based on different operational scenarios. Manages all aspects of the budget throughout the fiscal year which includes reviewing the accuracy of allotments, preparation of the annual budget call, recommending and performing reprogramming between budget accounts, and coordinating financial appeals, supplemental requests, or justifications.
- Researches and analyzes financial-and-budget related questions, problems, trends, and areas for improvement. Responds or prepares written correspondence, as required. Conducts work measurement and work productivity studies related to financial, budget, and associated activities and prepares reports.
- Performs internal reviews to ensure that the court unit is in compliance with the Guide to Judiciary Policy, internal controls, and generally accepted accounting principles. Prepares documents to identify findings and develops written recommendations.
- In conjunction with the Chief U.S. Probation Officer, coordinates the annual spending plan and monitors ongoing revisions throughout the year to ensure availability and proper accounting of funds.
- Monitors and tracks obligations and expenditures throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures are in accordance with the spending plan and regulatory controls, are within amounts programmed.
- Prepares complex financial and statistical reports related to budgetary obligations, expenditures, and projections. Prepares and submits reports required by the AO in a consistent and timely manner.
- Adheres to the internal control procedures and the internal control operating procedures in monitoring and executing the budget. Maintains a Budget Organization Plan which documents procedures related to the management, planning, formulation, and execution of the budget.
- Performs the day-to-day budget management functions within the Judiciary Integrated Financial Management System (JIFMS) accounting system. Reviews vouchers for payment of appropriated and non-appropriated funds. Maintains and monitors the Judiciary Payroll Projection System (JPPS) used to project salaries. Performs bi-weekly reconciliation of personnel costs.
- Performs projections related to salary expenditures and obligations. Reliably advises unit executives on staffing, costs and cost projections, and related issues.
- Serves as the Agency/Organization Program Coordinator (A/OPC) and approving official for the travel and purchase card programs ensuring that all spending adheres to the policies of the credit card vendor and travel policies. Reviews monthly reports and approves all travel authorizations and travel vouchers.
- Provides direct oversight and management of the procurement functions of the office.
- Along with the Chief U.S. Probation Officer, develops, administers, and monitors internal controls to assure proper methods and procedures are followed in monitoring the execution of the budget periodically

updating the court unit's Internal Controls Manual and Budget Organization Plan as necessary. Assists the Chief U.S. Probation Officer and other managers in the areas of long-range planning and annual reporting.

- Coordinates annual internal controls self-assessment, ensuring compliance with rules, regulations, and statutes governing internal controls.
- Manage GSA leased vehicle fleet to include ordering new vehicles, trading out vehicles, monitoring vehicle mileage, maintenance, registration, cleaning, accidents and acts as a liaison with GSA.
- Performs other duties as assigned by the Chief U.S. Probation Officer.

QUALIFICATIONS & REQUIREMENTS:

REQUIRED EDUCATION

Completion of a bachelor's degree from an accredited university in accounting, finance or closely related field.

A minimum of two years of progressively responsible, successful, and substantive budget, financial, accounting or related field; procurement administration experience and attention to detail is required. In addition, three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience is required.

QUALIFICATION STANDARDS

Court Personnel Classification level requirements:

- CL 28 - Bachelor's Degree and two years specialized experience
- CL 29 - Bachelor's Degree and three years specialized experience
- CL 30 - Bachelor's Degree and four years specialized experience

SPECIALIZED EXPERIENCE:

Specialized experience and supervisory experience in a financial environment; experience in auditing and internal controls review and implementation; strong written and oral communication skills; excellent organizational and interpersonal skills; demonstrated ability to apply a body of rules, regulations and laws; knowledge and proficiency in Excel, Word, and other Windows based applications; ability to work successfully in a fast paced, team environment.

Specialized experience includes progressively responsible experience in at least one but preferably two or more of the 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.

PREFERRED QUALIFICATIONS:

An advanced degree in accounting, finance, or related field from an accredited educational institution. Prior experience working in Budget and/or Finance in a federal court unit, with special consideration for a candidate with budget experience in a Probation and/or Pretrial Services Office.

PERSONAL CHARACTERISTICS:

A successful candidate must have unquestioned integrity, superior organizational and analytical skills, detailed oriented, and have the ability to problem solve and exercise sound judgement. Demonstrate sound ethics, maintain a professional demeanor and presence, possess effective verbal and written communication skills, ability to work with a wide variety of people with diverse backgrounds, manage multiple demands in a fast paced work environment, ability to compile information within established time frames, follow detailed instructions accurately and ability to adapt to change.

SALARY AND BENEFITS:

The salary for this position is a CL 28 (\$71,583 – \$89,508), CL 29 (\$85,141 – \$106,437), or CL 30 (\$100,604 - \$125,776) depending on length and relevance of experience. The position falls within the Judicial Branch of the U.S. Government and the benefits include participation in the FERS_FRAE retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check and a check of financial and credit records and is subject to reinvestigation every five years. The Budget Manager is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. Any position offer will be considered provisional until full suitability determination can be made. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States, under 8 U.S.C. § 1324b(a)(3)(B).

APPLICATION PROCEDURES:

Qualified candidates and/or transfers are invited to submit:

1. Letter of interest outlining your relevant experience
2. Detailed resume including education, previous employment, and key career accomplishments
3. Application for Judicial Branch Employment ([AO78](#))

The application form ([AO78](#)) is available on the court's website <https://www.utp.uscourts.gov/> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages are preferred by July 9, 2026. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

United States District Court
Attention: HR – Budget Manager
351 South West Temple, Suite 2.117
Salt Lake City, UT 84101

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