



U. S. Probation & Pretrial Services
District of North Dakota
655 1st Ave N
Fargo, ND 58102

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Defined contribution retirement benefits (FERS annuity)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match



The U. S. Probation & Pretrial Services
in the District of North Dakota is an
Equal Opportunity Employer.

United States Probation & Pretrial Services

District of North Dakota

Budget Administrator

LOCATION: Fargo, ND or Bismarck, ND

REPORTS TO: Chief United
States Probation Officer

STATUS: Full-time permanent

CLASSIFICATION: CL28 (with future
potential to CL29)

POSTED: 09/15/2026

SALARY RANGE: \$71,583- \$116,394

CLOSING DATE: 10/16/2026

POSITION DESCRIPTION

The United States Probation and Pretrial Services Office for the District of North Dakota is seeking qualified applicants for the position of Budget Administrator. The incumbent performs and coordinates administrative and technical work related to financial, accounting, and budgetary activities, including compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent is responsible for the formulation of the annual budget and associated spending plan, develops policy regarding budgetary matters, and maintains oversight of funding allotments and associated spending. In addition, the incumbent prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable; and develops recommendations regarding procedures for improvements. The position reports to the Chief U.S. Probation Officer.

POSITION DUTIES AND RESPONSIBILITIES

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to financial and budget plan execution. Maintain/update the Court Unit Budget Organization Plan (CUBOP). Advise executives on court financial and budget matters and serve as project manager on special financial or budget initiatives. Provide guidance and assistance to other units within the district on financial or budget matters.
- Develop the court's annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios.
- Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded, and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction.

**Budget Administrator
District of North Dakota**

How to Apply: Applicants must submit **ONE PDF** document containing the following to **Mark Osman, Director of Administrative Services**, at: **mark_osman@ndp.uscourts.gov**

- Application letter addressing knowledge, skills, and experience.
- Resume
- Application for Federal Judicial Employment (form AO78) found at: www.ndp.uscourts.gov/human-resources

POSITION DUTIES AND RESPONSIBILITIES (continued)

- Participate in advance review and approval of major purchases. Provide budget forecasting reports to the unit executive monthly to track spending priorities. Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Enter allotments or any adjustments to allotments into the accounting system. Enter reprogramming transactions to move funds from one BOC to another within a fund or from one fund to another. Prepare and electronically submit the unit's Electronic Status of Funds reports monthly.
- Develop a variety of reports based on historic and current data, including statistics on staffing, spending patterns, expense projections, and similar information. Research and analyze financial budget related questions, problems, trends, and areas for efficiency/improvement attributed.
- Perform reviews to ensure that the court unit is following 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 self-assessment and audit activities. Work with auditors on cyclical and self-assessment audits and provide recommendations and follow-up, if needed.
- Review, input and process accounts payable and travel vouchers to ensure accuracy and accountability of monies disbursed by the agency. Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
- Maintain government property inventory records. Complete physical sightings of property, as required.
- Maintain liaison with the GSA and private sector vendors. Coordinate facility cyclical maintenance and renovation projects.
- Monitor GSA rental fleet usage. Prepare requests for vehicle replacements.
- Act as program coordinator for the court's purchase and travel credit cards.
- Design, develop, and maintain a wide variety of accounting systems and financial management tools. Assist and train other court employees in the use of these systems and tools.
- Serve on the probation management team. Participate in management projects and meetings.
- Other duties as assigned.

QUALIFICATIONS

Qualified applicants must possess three years of specialized experience, or completion of a bachelor's degree. Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of financial management and administration (budgeting, accounting, auditing, or financial reporting) that provided knowledge of the rules, regulations, and terminology of budget administration. Preference will be given to applicants with a bachelor's or advanced degree in accounting, business, finance, or other closely related field.

**Budget Administrator
District of North Dakota**

Other Information:

The U.S. Probation and Pretrial Services Office reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary to be commensurate with work experience, education, prior/present day pay history and previous Federal Court experience. Future promotional potential is possible within this salary range without further recruitment.

INFORMATION FOR APPLICANTS

- Applicants must be U.S. citizens or be eligible to work in the United States.
- This position is full-time, permanent appointment. Employees of U.S. Probation and Pretrial Services are excepted appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification system. The U.S. Probation and Pretrial Services is part of the Judicial Branch of the United States Government. Court employees are considered at-will and can be terminated with or without cause by the court. The Judiciary requires employees to adhere to The Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- As a condition of employment, a full background investigation consisting of fingerprint check and FBI background investigation is required. Employment will be considered provisional until the background investigation is completed, and a favorable employment suitability is determined.

