



**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT
NO. 2019-10**

Position: **FINANCIAL ASSISTANT**

Terms of Employment: Part-Time/Full-Time (20-40 hours/week), Temporary, Excepted Service

Classification Level: Court Personnel System
Table HI - Hawaii
Grade: CL-23; Salary range: \$38,285-\$62,218* (\$18.41-\$29.91/hour)
**Salary noted above includes 10.64% Hawaii Cost of Living Adjustment (COLA) for 2019. Starting salary based on education and experience.*

Position Location: United States District Court
300 Ala Moana Boulevard, Room C-338
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration will be given to applications received by 4:00pm on Tuesday, July 31, 2019.

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a part-time **Financial Assistant** position for the period August 19, 2019 – February 28, 2020, with the possibility of extension and/or conversion to full-time and/or permanent status, depending on the budget and needs of the office.

The financial staff processes a high volume of transactional accounting work. The work requires interpreting and applying complex rules and regulations, processing work with a high level of accuracy, attention to detail and timeliness, and providing excellent customer service. The Financial Assistant assists financial staff by reviewing specific documents, entering financial transactions, and maintaining required records, in accordance with court policies and approved internal controls.

REPRESENTATIVE DUTIES:

- Assist with the data entry of approved invoices for payment.
- Assist with the reconciliation of monies deposited, transferred, or disbursed by the court.
- Assist with compiling and inputting necessary information to the accounting system for victim restitution payments.
- Assist in processing returned checks and returned mail.
- Assist in processing vouchers and payments to Criminal Justice Act panel attorneys, jurors, trustees, and processing other similar vouchers. Receive, review, and prepare payment vouchers and enter data into the automated accounting system.

- Assist in processing travel vouchers and travel advance requests. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Communicate with employees to respond to questions, problems, or insufficiencies with travel vouchers and status of payment.
- Comply with separation of duties and other internal control policies.
- Direct complex questions or matters to experienced staff or supervisor.
- Perform other related duties, as required.

SALARY AND QUALIFICATIONS:

Starting salary depends on education and experience. This position is graded under the Court Personnel System.

Minimum Qualifications: High school graduation or equivalent and two years of progressively responsible general experience, such as clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Preferred Qualifications: A Bachelor's degree in accounting or related field from an accredited university is preferred. Accounting experience gained while employed in a federal court, federal agency, or financial institution is highly desirable.

The successful candidate must be mature, responsible, poised, organized, detail oriented, have excellent time management skills, and the ability to handle multiple tasks simultaneously and with accuracy. The incumbent must also possess strong written and oral communication skills, integrity, good judgment, initiative, a professional appearance and demeanor, and the ability to work with a wide variety of people from diverse backgrounds.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. For this position, benefits include paid holidays and annual/sick leave.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment, which includes an FBI fingerprint check, and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous;" and
- 4) Three professional references with contact information.

The court prefers **one PDF document** that encompasses all aforementioned documents. Incomplete application packets will disqualify an applicant from further consideration.

Please submit electronically via email in ONE PDF to: careers@hid.uscourts.gov with subject line: *VA 19-10 Financial Assistant (your name)*.

Due to the anticipated high volume of applications, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Interview and relocation expenses are not eligible for reimbursement.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which action may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER