



UNITED STATES DISTRICT COURT
U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2025-03

Position: **FINANCIAL ADMINISTRATOR**

Classification Level: Court Personnel System, Classification Level 27-28
Table HI - Hawaii
Starting salary dependent on qualifications
Grade: CL 27-28, steps 1-61; Salary range: \$67,068 - \$130,674
**Salary noted above includes a 22.1% locality pay adjustment and an 8.64% non-taxable Cost of Living Adjustment (COLA) for Hawaii for 2025, subject to change annually.*

Terms of Employment: Full-time, Excepted Service

Position Location: United States Probation & Pretrial Services Office
300 Ala Moana Boulevard, Room 2300
Honolulu, HI 96850

Closing Date: Position open until filled. **Priority consideration for applicant packets received by 5:00 PM, Friday, June 27, 2025.**

Vision Statement

KULIA I KA NU'U. E HELE ME KA PU'OLO!

(To always strive to reach the summit and to make every person, place, or condition better than before)
This is our commitment to engage, motivate, and change our community for the better and to make Hawai'i the safest place to live.

Mission Statement

Assist the Court in the fair administration of justice by respecting the presumption of innocence; avoiding unnecessary detention; conducting thorough investigations; providing unbiased, verified reports; making informed recommendations; and inspiring individuals to rehabilitate and reunify with the community, with the goal of protecting and improving Hawai'i.

Values

MALAMA – To take care of; to serve and to honor

HO'OHANO HANO – To honor the dignity of others; to conduct yourself with distinction; to cultivate respectfulness

PONO – Rightness and balance; the feeling of contentment when all is good and right

Our vision, mission and values were developed collaboratively with our employees and leadership to showcase the culture of our workplace. Hawaiian words were chosen to show our commitment to inclusivity and to recognize the communities we represent and serve.

The U.S. Probation & Pretrial Services Office for the District of Hawaii is currently accepting applications for a full-time **Financial Administrator**. Under the direction of the Chief and Deputy Chief, the incumbent will perform and coordinate all administrative, technical, and professional work related to the financial and accounting activities of the consolidated Probation & Pretrial Services Office for the District of Hawaii, including financial preparation, operations, and budget.

JOB SUMMARY

The Financial Administrator performs and coordinates administrative, analytical, technical, and professional work related to the financial and accounting activities of the U.S. Probation and Pretrial Services Office (USPPSO). The incumbent is responsible for the financial preparation, operation, and accuracy of USPPSO's budget. The incumbent works in collaboration with other finance and budget specialists within and outside the district to share information and assist one another in identifying solutions to shared questions and issues. The Financial Administrator ensures USPPSO's compliance with internal controls and regulations affecting financial and budget processes and their interaction with other court processes. The Financial Administrator prepares, updates, and analyzes a variety of accounting records, financial statements, and budget reports; oversees and assists with accounts payable and accounts receivable activities; develops recommendations regarding procedures for improvements; and assists with policy development regarding financial and budget matters. The incumbent is also responsible for a variety of space and facilities activities and may oversee the work of financial and budget support staff.

Representative Duties:

- Oversee the day-to-day accounting and financial functions of USPPSO, at the direction of the Chief and Deputy Chief. Oversee the maintenance and analysis of accounting records. Ensure completion of accounting for all monies paid. Review the classification of accounting transactions in accordance with regulations issued by the Administrative Office of the United States Courts (AO). Prepare reports and financial statements for submission to the AO and other Probation & Pretrial Services staff as necessary. Assist in representing USPPSO in both oral and written responses to financial questions.
- Maintain relevant budget and accounting training and certifications; actively pursue professional development to better assess workflows, solve problems, and adopt best practices and innovations in budgeting and accounting.
- Be a knowledgeable and functional user of the Judiciary Integrated Financial Management System (JIFMS) and InfoWeb. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other USPPSO and court employees in the use of these systems and tools.
- Collaborate with information technology (IT) staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within USPPSO and the court. Advise managers, executives, or judges on 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 and budget matters.
- Maintain, reconcile, and analyze accounting records, deposit funds, as well as subsidiary ledgers for allotments. Review and/or perform accounts payable duties and have responsibility for the accuracy and accountability of monies disbursed by USPPSO. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by USPPSO, the court, AO, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for USPPSO.
- Perform the full range of review and analysis involved in the formulation, presentation, and execution of the office's full operating budget. Oversee financial, budget, and procurement operations to ensure compliance with internal controls, policies, and procedures.
- Monitor workload trends and correlated budget allocations to provide the Chief and Deputy Chief with projections on budget surplus or shortfalls. Prepare an annual spending plan and provide information concerning overall budget and financial objectives to be achieved within the limits of funds allotted by the AO. Recommend and perform reprogramming actions to cover projected account shortfalls.
- Research and analyze financial and budget related questions, problems, trends, and areas for efficiency/improvement attributed to the data being developed and respond or prepare written correspondence, as required. Conduct work measurement and work productivity studies related to financial, budget, and associated activities and prepare reports.

- Perform reviews to ensure that USPPSO 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 audit activities.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the USPPSO for appropriateness of payment.
- Assist with the onboarding and departure of staff. Support the Chief in assigning employee offices and parking stalls based on local policy.
- Identify general facility issues and report them to the General Services Administration (GSA) for resolution. Coordinate with GSA to request parking accommodations for visiting guests as needed. Through coordination with Court Security, confirm the integrity of USPPSO safety systems monthly.
- Maintain training records for all Contracting Officers (Levels 1, 2, and 3) to ensure timely completion of required training in accordance with the Guide to Judiciary Policy and the Internal Control Manual.
- Serve as a disposal officer responsible for managing the disposal or transfer of excess and surplus accountable and non-expendable property. Collaborate with the custodial officer to ensure the Master Property List remains accurate and up to date.
- Communicate effectively with Human Resources and other functional areas of USPPSO and the court to ensure alignment on budget-related matters, including staffing, expenditures, and resource planning.

MINIMUM QUALIFICATIONS

At least two years of specialized experience, defined as progressively responsible experience in or closely related to the work of the position that has provided the specific knowledge, skills, and abilities necessary to successfully perform the duties of the position. This would include experience in the functional areas of financial management and administration, including budget, accounting, auditing, and/or financial reporting that provided knowledge of the rules, regulations, and terminology associated with financial administration.

Educational Substitution for consideration: Completion of requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements.

- 1). An overall "B" grade point average equaling 2.9 or better of a possible 4.0;
- 2). Standing in the upper third of the class;
- 3). A "B+" (3.5) average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; or,
- 4). Election to a membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies, or,
- 5). Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field closely related to the subject matter of the position.

COURT PREFERRED QUALIFICATIONS AND SKILLS

A bachelor's degree in accounting or financial management is preferred. Experience in a federal court or legal setting is desired but not required. The successful candidate will also possess excellent written and verbal communication skills, outstanding interpersonal and customer service skills, and unquestioned integrity with a positive 'can do' attitude.

Additionally, preference will be given to candidates who possess the following:

- Extensive knowledge of generally accepted accounting principles,
- Extensive knowledge of financial systems and how to use automated systems to perform day-to-day activities,
- Skill and accuracy in working with numerical calculations,
- Ability to troubleshoot errors and probable causes,

- Extensive knowledge of fiscal reconciliation,
- Knowledge of standards and objectives of internal controls,
- Skill in preparing financial reports, and in monitoring and reconciling invoices, vouchers, records of payment, accounts, and ledgers,
- Extensive knowledge of budgeting guidelines, including allocation formulas and processes,
- Ability to independently analyze and review accounts and financial operations and develop recommendations for improvements,
- Skill in preparing and analyzing budgets, spending plans and statistical reports,
- Skill in recognizing financial and operating trends and developing recommendations that address the issues identified,
- Skill in researching, analyzing, and resolving financial operational problems, and
- Extensive knowledge of and skill related to procurement and contracting officer duties.

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a five-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination. When completing the AO-78, Application for Federal Judicial Branch Employment, version dated 5/2024, applicants must complete questions 18-20 under the Optional Background Information section.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. 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.

COMPENSATION AND BENEFITS:

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Court Personnel System (CPS). Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System (FERS), a three- tier system which includes the Social Security Retirement Program, a basic pension benefit, and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees' Health, Dental and Vision Benefits, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

HOW TO APPLY:

It is recommended that applicant packets be submitted as soon as possible, as interviews may be done on a rolling basis. To ensure consideration, qualified applicants must submit one of each of the following:

- (1) a letter of interest which clearly outlines your professional qualifications, skills, and experience as it relates to the position,
- (2) an updated resume,
- (3) a list of three professional references with their current contact information, and
- (4) a completed AO-78, Application for Federal Judicial Branch Employment, version dated 5/2024 (available as a fillable pdf on the Employment page of our website at www.hid.uscourts.gov).

You must submit **ALL** required documents to be considered for this opportunity. Non-submission of the required documentation or an incomplete application packet may disqualify applicant from further consideration.

All four documents should be combined and submitted together as one pdf document.

Please submit your PDF via email to: careers@hid.uscourts.gov with subject line: **VA 25-03 (Financial Administrator).**

Only qualified applicants will be considered for this position. The U.S. Probation & Pretrial Services Office 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.

The District of Hawaii, U.S. Probation & Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position at any time during the recruitment process, any of which 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 Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

The Federal Judiciary values a diverse workforce and encourages a broad range of qualified individuals to apply. No applicant will be discriminated against on the basis of their race, color, sex, gender, gender identity, gender expression, marital status, pregnancy, parenthood, sexual orientation, religion, creed, ancestry, national origin, citizenship, genetic information, age (40 years and over), disability, or service in the uniformed forces.

The Federal Judiciary is also committed to supporting a workplace in which all employees are provided opportunities for growth and development, and in which everyone is treated with dignity and respect.

