



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

NOTICE OF VACANCY

POSITION TITLE: **FINANCIAL ASSISTANT**
Full-Time, Temporary, starting January 5, 2015 not to exceed September 30, 2015, with possible extension or conversion to regular status without further competition, subject to funding.

ANNOUNCEMENT #: **14-10**

LOCATION: **Office of the Clerk
United States District Court
Prince Kuhio Federal Building and U.S. Courthouse
300 Ala Moana Blvd., Rm. C-338
Honolulu, Hawaii**

CPS LEVEL/SALARY RANGE: **CL-23 Step 1-61 (\$35,907 - \$58,349 per year including COLA)**

APPLICATION PERIOD: **Applications must be received by 5:00 p.m., December 10, 2014.**

POSITION SUMMARY

The District Clerk's Office 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 full-time, temporary **Financial Assistant** position. The position reports to the Budget, Purchasing and Finance Director within the District Clerk's Office. The financial staff process a high volume of transactional accounting work. The work requires processing work with a high level of accuracy, attention to detail and timeliness, and providing excellent customer service. The Financial Assistant supports financial staff by reviewing specific documents, entering financial transactions, and maintaining required records, in accordance with court policies and approved internal controls.

REPRESENTATIVE DUTIES

- Help with the data entry of approved invoices for payment.
- Assist with the data entry of the victim information into accounting system.
- 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.
- Answer telephones within the financial office. Provide customer service, and/or direct callers to the appropriate individual within the office or the court.
- 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.

QUALIFICATIONS

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. Must also possess strong written and oral communication skills, integrity, tact, good judgment, initiative, a professional appearance and demeanor, and the ability to work with a wide variety of people from diverse backgrounds.

CONDITIONS OF EMPLOYMENT

Applicants must be United States Citizens or eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of an FBI background fingerprint check. Employees of the United States Courts serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Court employees are required to adhere to the *Code of Conduct for Judicial Employees* which is available upon request. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

BENEFITS

This position is a temporary appointment eligible for contributions to Social Security and Medicare and accrual of annual and sick leave, but not eligible for other federal employee benefits.

HOW TO APPLY

Materials must be received as one PDF attachment sent to: careers@hid.uscourts.gov. Please reference "**Financial Assistant #14-10**" in the subject line of your message. **Applicants must provide a current resume, and a completed and signed AO-78 Application form which can be found at www.hid.uscourts.gov. Please ensure that the AO-78 Application form has been saved properly and is not blank when submitted.** Submission of incomplete application packets will disqualify applicant from further consideration.

Only applicants who are selected for interview will be contacted by the Court. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER