



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

NOTICE OF VACANCY

POSITION TITLE: Financial & Procurement Specialist
Full-time, Excepted Service permanent appointment.

ANNOUNCEMENT #: 14-09

LOCATION: Office of the Clerk
United States District Court
Honolulu, Hawaii

CPS LEVEL & SALARY RANGE: CL 27 - CL 28 (\$53,116 - \$103,534 per year including COLA).
Starting salary depending upon qualifications and court budget.

APPLICATION PERIOD: Open until filled. Applications received by 5:00 p.m.,
November 24, 2014, will be given priority consideration.

POSITION SUMMARY

The Clerk's Office of the United States District Court is seeking qualified applicants for a full-time **Financial & Procurement Specialist**. The Financial & Procurement Specialist reports to the Finance Director and performs and coordinates administrative, analytical, technical and professional work related to the financial and procurement activities of the court.

REPRESENTATIVE DUTIES

- Oversee the daily accounting and financial functions of the court at the direction of the Finance Director. Oversee the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury as well as funds in the custody of the court. Ensure that all orders of the court involving the registry fund account are carried out promptly and accurately. Perform bank and Treasury reconciliations. Prepare reports and financial statements. Assist in representing the court in both oral and written responses to financial questions.
- Assist in the development and oversight of a system of internal controls to ensure proper segregation of accounting functions and assist in the prevention of errors and detection of fraud. Make recommendations for improvement of the effectiveness of financial management in the court.
- Perform reviews to ensure that the court unit is in compliance with the [Guide to Judiciary Policy](#), internal controls, and generally accepted accounting principles. Assist in maintaining and updating the court's internal controls manual, and assist in coordinating audit activities.
- Assist in initiation and maintenance of a comprehensive training program for employees having financial responsibilities.
- Serve as Level 2 Contracting Officer for the court as to interpreting services. Serve as Level 3 Contracting Officer for the court, in conjunction with the Finance Director, prepare and solicit Request for Quotations, review quotes, make awards, etc.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.

- In conjunction with the Information Technology (IT) Director, manage the daily activities of technology purchasing functions and sourcing processes for strategic IT projects, acquisition of software licenses, software implementation & integration, and IT infrastructure projects such as network services, IT security services, and cloud solutions.
- Assess requests for goods and services by ensuring that they are allowable under Judiciary policies, as well as determining availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices for payment.
- Research and evaluate suppliers based on price, quality, service, selection, and other factors. Prepare specifications, solicitations, and requests for qualifications/proposals. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Make procurement recommendations to court unit executives. Recommend cyclical replacement of accountable property. Ensure the use and protection of federal property to include unpacking, assembling, and asset tagging goods and equipment.
- Identify excess property items and determine if the items should be recycled, abandoned, or destroyed. Maintain property disposal records.
- Manage special projects as assigned.

QUALIFICATIONS

Minimum Qualifications:

CL 27: Two years of specialized experience, including at least one year of experience in accounting equivalent to work at CL-25; **or** a bachelor's degree in business administration with emphasis in accounting from an accredited university with superior academic achievement; **or** completion of one academic year (18 semester or 27 quarter hours) of graduate study in business administration with emphasis in accounting in an accredited university.

CL 28: Two years of specialized experience, including at least one year of experience in procurement administration equivalent to work at CL-27; **or** completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in business administration with emphasis in accounting in an accredited university.

Specialized experience is progressively responsible experience which is in or directly related to the line of work of this position that has provided the applicant with the knowledge, skills and ability to successfully perform the duties of this position, such as experience in budgeting, accounting, auditing, financial reporting, or procurement administration (contracting, bids and negotiations, purchasing, funding analysis, sourcing, invoice processing, inventory, etc.).

Preferred Qualifications: A bachelor or advanced degree in accounting from an accredited university, certification as a certified public accountant (CPA), and financial and procurement work experience at a federal court or federal government agency.

Candidates must also demonstrate: The ability to communicate effectively (orally and in writing) providing

customer service and resolving difficulties while complying with regulations, rules and procedures. Ability to obtain Contracting Officer Contracting Program certification. Skill in the use of word processing, spreadsheet and database applications, as well as financial and accounting systems. Skill in problem solving, trouble shooting, and identifying alternative solutions. Ability to make timely and effective decisions. Possess a professional demeanor and appearance appropriate for a court environment.

Appointment at either CL 27 or CL 28 will be based upon the successful candidate's overall qualifications and experience. If appointed at CL 27, promotional potential without further competition to CL 28 upon attainment of qualification requirements, successful performance appraisals, and the availability of funding.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Appointment to this position is provisional and contingent upon the successful completion of a background investigation and periodic five year updates. The selected candidate will be required to serve a six-month probationary period, subject to extension. The United States District Court is part of the Judicial Branch of the United States Government and generally not subject to the statutory and regulatory provisions that govern the Executive Branch. Judiciary employees 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. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees* and participate in Electronic Fund Transfer (EFT) for direct deposit of pay. Interview and relocation expenses will not be reimbursed.

BENEFITS

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, flexible benefit and commuter benefit programs, parking/bus subsidy, flex time, and a professional work environment. An overview of Federal Judiciary benefits is accessible at:
<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

HOW TO APPLY

Materials must be received as one PDF attachment sent to: careers@hid.uscourts.gov. Please reference "**Financial & Procurement Specialist #14-09**" in the subject line of your message. Applicants must provide a **letter of interest, resume, three professional references, copy of their official college transcript, and a completed AO-78 Application form** which can be found at www.hid.uscourts.gov. ***Please ensure 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.*** Due to the anticipated volume of applications, the court will only communicate with those individuals who will be invited for interview.

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