

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

FELIX S. MATA
Chief Probation Officer

Room 2300
300 Ala Moana Blvd.
Honolulu, Hawaii 96850-0110
Tel. (808) 541-1283
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VACANCY ANNOUNCEMENT No. 2012-07

Position Title: **FINANCIAL ADMINISTRATOR**

Salary Range **Court Personnel System Classification Level: CL-27**
\$52,614 - \$85,494/year*. Promotional potential to CL28 at the discretion of the Chief U.S. Probation Officer without further competition.

Court Personnel System Classification Level: CL-28
\$63,039 - \$102,510/year*.

*Salaries noted above includes 12.25% Cost of Living Adjustment (COLA) [2012 Pay Table N6]. Starting salary commensurate with experience, qualifications, education, budgetary restrictions and within Court Personnel System regulations.

Position Location: **UNITED STATES PROBATION OFFICE**
300 Ala Moana Boulevard, Room 2300
Honolulu, Hawaii 96850

Term of Employment: Temporary one year and one day position may be extended or converted to permanent without further competition, subject to need and available funding.

Closing Date: Position open until filled. **Preference given to applications received by October 1, 2012.**

DEFINITION: This position is located in the Probation Office. The Financial Administrator performs and coordinates administrative, analytical, technical and professional work related to financial and accounting activities of the court units. The incumbent provides support for the U.S. Probation and U.S. Pretrial Services Offices and other court units as required regarding financial and budget matters and is responsible for the financial operation and preparation of the units' budget. Professional administrative positions involve analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. They require the application of theoretical and practical knowledge of a particular administrative or technical field acquired through education and/or experience. The Financial Administrator ensures the court units' compliance with internal controls and regulations affecting financial and budget processes and their interaction with other court processes.

REPRESENTATIVE DUTIES:

- Formulate, evaluate, and implement policies, procedures, and protocols related to financial and budgetary operations and execution within the court units. Advise managers and 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 and budget matters as required.

- Maintain, reconcile, and analyze accounting records as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties as required and have responsibility for the accuracy and accountability of monies received and disbursed by the court units. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office of the United States Courts, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court units.
- Prepare the overall fiscal budget plan for review by the units' executives and the court. Perform data analysis and conduct modeling based on different operational scenarios. Manage the budget throughout the fiscal year. 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 the court units are in compliance with 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 units' internal controls manual(s) 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 court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping.
- May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- All other duties as assigned.

JOB REQUIREMENTS:

Court Personnel System Classification Level 27 (CL-27):

- Extensive knowledge of judiciary policies, practices, regulations, and terminology related to court administration of budget management, planning, execution, and reporting. Comprehensive knowledge of government accounting practices, procedures, and principles, including internal controls and separation of duties. Extensive knowledge of budget applications and how to use automated systems to perform day-to-day activities. Strong knowledge of the accounts, procedures, and applicable budgetary and financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how budget procedures relate to the overall business of the court unit. Ability to troubleshoot errors and identify their probable causes.
- Extensive knowledge of the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing budget reports. Skill in monitoring and reconciling accounts and ledgers. Skill in reconciling invoices, vouchers, and records of payment.

- Comprehensive knowledge of the purpose and processes related to budget decentralization, including allotments. Knowledge of the court's processes and practices related to budget planning, execution, and funds management. Knowledge of federal appropriation law, judiciary regulations, and the *Guide to Judiciary Policy*. Skill in independently analyzing and reviewing accounts. Ability to independently audit and analyze financial operations and develop recommendations for improvements.

Court Personnel System Classification Level 28 (CL-28): In addition to the Job Requirements at a CL-27 as listed above, CL-28 must possess:

- Extensive knowledge of budgeting and federal judiciary budget guidelines and policies, including allocation formulas and processes.
- Skill in preparing and analyzing budgets, spending plans, and statistical reports. Skill in recognizing financial and operating trends and developing recommendations that address issues identified. Skill in researching, analyzing, and resolving financial operational problems.

MANDATORY EDUCATIONAL QUALIFICATIONS:

Completion of a Bachelor's Degree from an accredited college or university in a field of academic study, such as, Accounting, Economics, Finance, Human Resources Management, or Business Management which provides evidence of the capacity to understand and apply the requirements and skills needed for this position.

MANDATORY QUALIFICATIONS:

- 1) **Two years of general experience.** General experience is defined as progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.
- 2) **Two years specialized experience.** *Specialized experience is defined as progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration, such as, budgeting, accounting, auditing, or financial reporting* that provided a knowledge of the rules, regulations, terminology of financial administration or completion of a master's degree or two years of graduate study in an accredited university in business or public administration, or other field closely related to the subject matter of the position. Excessive specialized experience may be substituted for required general experience.
- 3) Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial accounting systems and software.

COURT-PREFERRED QUALIFICATIONS:

- Bachelor's Degree in the area of financial administration and/or accounting.
- Advanced degree.
- Professional recognition through certification or license such as Certified Public Accountant (CPA).
- Applied knowledge working with financial, budget and human resources software programs.
- Specific experience working with Judiciary programs such as FAS₄T, PPS and InfoWeb.
- Previous administrative experience within a federal court.

The successful candidate must possess the following qualities:

- Strong oral/written communications skills; strong organizational and interpersonal skills
- Demonstrated ability to apply a body of rules, regulation and laws

- Knowledge and proficiency in Excel, WordPerfect or Word, and with Windows-based computer applications
- Ability to work independently and to effectively prioritize tasks under strict deadlines
- Strong analytical skills/professional standards
- Able to work extended hours and travel when necessary
- Able to maintain high levels of confidentiality
- Ability to work successfully in a fast-paced, team-based environment
- Attention to detail required.

DESIRABLE PERSONAL CHARACTERISTICS: As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

***SALARY:** The salary for this position will be based upon experience, qualifications and education in accordance with the Court Personnel System of the U.S. Courts and budgetary restrictions. The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, i.e., CL-27, Step 25 = GS-11 and CL-28, Step 25 = GS-12. The target grade and highest step for this position is CL-28, Step 61 (\$102,510/year includes 12.25% Cost of Living Allowance). Advancement on the pay scale is contingent upon satisfactory performance.

BENEFITS: The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees and, as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT: Applicants must be citizens of the United States of America or must be eligible to work in the United States. Candidates selected for interviews will be required to participate in appropriate proficiency testing as part of the screening process. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) prior to an offer of employment being made.

Employees will be subject to an orientation period for one year. This position is classified as a "High Sensitive" position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes a fingerprint check through the FBI, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct.

TO APPLY: Qualified applicants must submit:

- 1) **Six (6)** copies of a cover letter which addresses qualifications, skills, and relevant experience [see section on *Job Requirements*] necessary for the position;

- 2) **Six (6)** copies of the Judicial Branch Federal Employment (AO-78) application (available from the U.S. Probation Office or from the Hawaii U.S. District Court web site www.hid.uscourts.gov under FORMS and "Miscellaneous");
- 3) **All "official" bachelor's/master's degree college transcripts** (*original transcripts not required*); transcripts submitted must indicate dates of graduation, degrees awarded, and grade point averages. "Unofficial" transcripts will NOT be considered. If you order transcripts to be sent directly to the U.S. Probation Office, please state in your cover letter. Non-receipt of official transcripts will disqualify an applicant from further consideration.
- 4) Two most recent performance evaluations; if unavailable, please explain in your cover letter.
- 5) References - Optional.

You must submit **ALL** documents to be considered for this opportunity; incomplete application packets will not be considered. **RESUMES and OTHER APPLICATION FORMS WILL NOT BE ACCEPTED OR CONSIDERED. NO EMAILS OR FAXES WILL BE ACCEPTED.** Mail application packets to:

U.S. PROBATION OFFICE
Attention: Human Resources
300 Ala Moana Boulevard, Room 2300
Honolulu, Hawaii 96850
Telephone 808-541-1287

Applications received by Monday, October 1, 2012, will receive priority consideration.

Due to the volume of applications, **the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews.** The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. 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.

AN EQUAL OPPORTUNITY EMPLOYER