

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

JOB ANNOUNCEMENT

FINANCIAL OFFICER

(One Position)

Posting Code 200500-17

The Federal Community Defender Office for the Eastern District of Pennsylvania has an opening for the newly created position of Financial Officer. The person appointed to fill this position will be responsible for all aspects of financial management and analysis, accounting systems and controls, budget development, projections, and day-to-day financial operations. The Financial Officer will oversee human resources management services, personnel benefits, and procurement functions, and supervise assigned administrative and finance staff members.

The primary financial job duties associated with this position include: ensuring adherence to federal and local financial practices and procedures; acquiring current knowledge of fiscal year spending requirements and restrictions provided by funding source, applicable state and federal statutes, and General Services Administration's (GSA's) rules and regulations; overseeing day-to-day operations of accounting functions, including disbursing appropriated funds for the organization; monitoring and controlling expenses incurred in the operation and maintenance of the office; and assisting with development, implementation and compliance of internal control procedures to assure proper segregation of accounting functions and to prevent errors and fraud. The Financial Officer directs, researches, develops, manages, and makes recommendations on human resource areas, such as benefits programs and administrative training. He or she oversees procurement areas, such as acquisition, maintenance and inventory of furnishings, supplies, and equipment.

Applicants must have a minimum of eight years of experience in financial management and supervisory functions, including, but not limited to, overseeing all aspects of day to day accounting operations, preparation of financial statements, preparation of budget reports for management and grantors, preparation of/for audits and supervising accounting staff in performance of accounts payable processing, bank reconciliations, and month end close duties. Candidates must have knowledge of accounting principles, practices, methods, and techniques, and be able to identify and evaluate pertinent facts, regulations, and policies. Candidates must have at least eight years of progressively responsible experience in human resources and

procurement areas. Candidates must be detail oriented and proficient in Excel, Word, and Adobe. Candidates must possess strong supervisory, organizational and time management skills. At a minimum, candidates must have a Bachelor's degree/major in accounting. Extensive working knowledge of Quickbooks and related financial software is required; experience working in a legal environment is preferred. CPA license and auditing experience is preferred. Ability and willingness to work evenings and weekends when necessary is required. Candidates must be able to occasionally lift and/or move up to 25 pounds.

Interested applicants should submit a cover letter and resume to Barbara McCrowell, Personnel Administrator, via e-mail at EmploymentPAE@fd.org, or by regular mail to FCDO, Curtis Center, 601 Walnut Street, Suite 540 West, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis until the position is filled.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.