

The Federal Defender Program, Inc, (hereinafter “FDP”) is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. We are not a Government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts, to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

Job Title: Financial Administrator

Application Deadline: 5:00 p.m. Monday, October 16, 2017

Requirements: A Financial Administrator is a professional position responsible for financial and budget management, and internal controls. Applicants must be either a U.S. citizen or an alien authorized to work in the United States, and must possess a high school diploma or equivalent with one or more of the following: 1) at least 2 years of experience in budget and financial management using accounting systems to formulate, execute, audit and report on organizational budgets, 2) a bachelor’s degree with at least 24 credit hours completed in accounting subjects with a B+ average or better, 3) an MBA with an accounting or finance emphasis, or 4) a CPA or CMA designation.

Duties. Under the direction of the Administrative Officer, the Financial Administrator maintains and analyzes accounting records; provides documentation for expenditures and fund balances of the defender organization; prepares and reviews vouchers for payment, ensuring accuracy and appropriateness; maintains annual leave records of all employees and provides quarterly balance spreadsheets; acts as a liaison between the administration of experts and vendors; creates purchase orders and payment vouchers using Microsoft Excel and accounting software/systems; formulates budget requests; analyzes spending trends and requirements; reprograms funds; reviews and tests internal control procedures; prepares status of funds reports; analyzes open obligations and expenses; and assists with the general financial, procurement, and administrative management of the office.

Selection Criteria. The successful applicant will have training or experience in accounting and financial management, preferably in a legal or government setting; the ability to research, comprehend, and apply complex regulations or policy guidelines; attention to detail; experience using Microsoft Excel and commercial or web-based accounting systems (e.g. Quickbooks) to perform financial management and accounting duties; familiarity with Microsoft Office applications and Adobe Acrobat software; excellent oral and written communication skills; demonstrated problem solving and analytical skills; discretion, maturity, and professional presentation; and a history of completing assignments on time without errors

Salary and Benefits. The salary for the position falls within a range of \$52,204 (JSP-9, Step 1) to \$75,705 (JSP-12, Step 1). The salary of the successful applicant will be commensurate with the person’s qualifications and experience. The benefits offered by the FDP are: health, vision, dental, disability, life insurance, and a 401(k) retirement plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How To Apply: Letter of interest, salary history, resume and 3 business/work references to: Financial Administrator, Federal Defender Program, Inc., 101 Marietta Street, Suite 1500, Atlanta, Georgia 30303, or by email to: FDPGAN_Employment@fd.org, Subject Line: Financial Administrator. All materials should be bundled into a single PDF document. The position is contingent on the availability of federal funding. Only those granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement.

The Federal Defender Program, Inc., is an Equal Opportunity Employer