

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF TENNESSEE
810 BROADWAY, SUITE 200
NASHVILLE, TENNESSEE 37203**

POSITION ANNOUNCEMENT

FINANCIAL ADMINISTRATOR (CHU)

The Office of the Federal Public Defender for the Middle District of Tennessee is accepting applications for a Financial Administrator.

REQUIREMENTS & QUALIFICATIONS: To qualify for the position of Financial Administrator, a person must have one year of the required experience at, or equivalent to, the next lower grade in federal service. You must also be a high school graduate or the equivalent and must have the requisite experience outlined in the *Salary and Experience Scale* and *Experience Requirements* sections. The individual must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skills, and/or abilities necessary to perform the essential functions of the job.

JOB DESCRIPTION: The Financial Administrator provides assistance and advice to the Defender and/or Administrative Officer in financial and budget matters. General areas of responsibility include: financial management and analysis, budget management and analysis, accounting systems and controls, and staff training in financial issues. The Financial Administrator performs the following tasks: Ensures adherence to federal and local financial practices and procedures. Acquires current knowledge of fiscal year spending requirements and restrictions provided by ODS and AOUSC; the *Guide to Judiciary Policy*; applicable state and federal statutes; and GSA's rules and regulations. Manages and oversees day-to-day operations of accounting functions. Performs the accounting for the disbursement of appropriated funds for the defender organization. Monitors and controls expenses incurred in the operation and maintenance of the office. Assists the Administrative Officer in complying with the internal controls procedures of the office. Prepares and reviews vouchers for payment, ensuring accuracy and appropriateness. Acts as a liaison between the administration, experts, and vendors. Performs all other duties as assigned.

SALARY AND BENEFITS: The starting salary of a Financial Administrator is commensurate with experience. This is a graded position ranging from grade JSP-9 (\$50,598) to grade JSP-12 (\$73,375). Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. The position includes regular Government employment benefits including health, dental, vision and life insurance, retirement, and the Thrift Savings Plan. Salary is payable by mandatory electronic funds transfer (direct deposit). Selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY: Send cover letter, resume, and references by mail, fax, or email to:

Deborah R. Hampton, Administrative Officer
Office of the Federal Public Defender
810 Broadway, Suite 200
Nashville, Tennessee 37203
Fax (615) 736-5265
Email: deborah_hampton@fd.org

APPLICATION DEADLINE: Open Until Filled

NO TELEPHONE INQUIRIES

This position is contingent upon availability of funds. The Federal Public Defender is an Equal Opportunity Employer and values a diverse working environment. Women and minorities are encouraged to apply.