

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

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POSITION ANNOUNCEMENT
FINANCIAL ADMINISTRATOR – DENVER, COLORADO

The Colorado office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a financial administrator to join its Denver office. The Office of the Public Defender operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law.

Job Description and Duties: The Financial Administrator assists and advises the Defender and Administrative Officer with all aspects of financial administration and management. Primary responsibilities include managing the day-to-day financial operations of the office, preparing and maintaining financial documents, budget management, financial reporting and analysis, and staff training in financial issues. With the Defender and Administrative Officer, the Financial Administrator verifies that accounting records and financial documents are correct and complete, evaluates and implements internal controls and practices to ensure compliance with federal and local financial practices and procedures, monitors and manages expenses incurred in the operation of the office, and other duties as assigned.

Requirements and Qualifications: Applicants must have 1) an established working knowledge of Office 365, specifically Excel, 2) knowledge of accounting and financial management practices, 3) the ability to balance intermittent tasks and projects with day-to-day responsibilities, 4) a dedication to precise and accurate work, and 5) strong communication and interpersonal skills. The successful candidate must have a positive work ethic, personal and professional integrity, and the ability to work well with others. Adherence to federal and local financial practices and procedures and compliance with confidentiality standards are essential. Preferred qualifications include proficiency with Excel, experience working in a paperless environment, and familiarity with federal case e-filing and financial management programs.

Applicants must have: 1) a high school degree or equivalent, 2) three years of general office experience, preferably in a legal environment, and 3) three years of relevant specialized experience, such as maintaining and analyzing accounting records, implementing spending plans, generating monthly accounting reports, or financial management experience in a legal environment.

Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check, and an IRS background check.

Salary and Benefits: This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications of the selected applicant, ranging from JSP Grade 11, Step 1 (\$70,883) to Grade 12, Step 1 (\$84,960). Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply: Apply *via email* by submitting a cover letter and resume (.PDF) to: Veronica Knights, Personnel Administrator, at employment@cofpd.org. No phone calls please.

Posted on July 27, 2021, and open until filled.

The Federal Public Defender is an equal opportunity employer.

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