

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.

TITLE: Financial Administrator

APPLICATION DEADLINE: November 27, 2009

SALARY:

The starting salary will be based on experience and qualifications of the applicant, as well as the guidelines issued by the Administrative Office of the U.S. Courts. The current range for this position is \$43,952 to \$58,734.

POSITION REQUIREMENTS:

A minimum of five (5) years financial administrative experience required. Strong computer skills including proficiency in WordPerfect 9, Word, Excel, data base entry, and experience with Quickbooks software preferred. Candidate must be self-starter, possess excellent communication and people skills, be dependable, organized, enterprising and able to work independently, and well under the pressure of deadlines.

DESCRIPTION OF DUTIES:

General administration with emphasis on financial, statistical, budgeting and procurement assistance. Monitoring monthly financial and statistical reports, as well as any and all other duties as assigned.

HOW TO APPLY: Send letter of interest with salary history, resume and 3 business/work references to:

Financial Administrator
Federal Defender Program, Inc.
100 Peachtree Street, N.W.
The Equitable Building - Suite 1700
Atlanta, Georgia 30303

Absolutely no Phone calls or facsimile resumes will be accepted.
Only applicants contacted for an interview will be notified.

Current and future positions may be filled from this vacancy announcement.

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