

POSITION ANNOUNCEMENT 19-04
FINANCIAL ADMINISTRATOR
(Accounts Payable)
Office of the Federal Public Defender
Western District of Texas (San Antonio)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of Financial Administrator, to be stationed in the San Antonio office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to low-income individuals in federal criminal cases and related matters by appointment from the court. 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, and accounting systems and controls.

Requirements. To qualify for the position of Financial Administrator, a person must be a college graduate with five years of work experience, two of which should be specialized experience with progressively responsible administrative, technical, and professional experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships; the ability to exercise mature judgment; knowledge of the basic concepts, principles, and theories of financial management; the ability to understand the managerial policies applicable to the FDO; excellent written and verbal communications skills; and experience with automated systems. One year of the required experience must have been at, or equivalent to, the next lower grade in federal service. A bachelor's degree is required, preferably with a concentration in accounting. Experience in accounting, accounts payable, and/or government is preferred and the ability to work well with others in a team-based approach. This position is classified as "high sensitive," and employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Travel is required.

Duties. The Financial Administrator performs or supervises the performance of financial and administrative tasks including:

- Ensuring adherence to federal and local financial practices and procedures. Acquiring current knowledge of fiscal-year spending requirements and restrictions provided by DSO and the AOUSC, the Guide to Judiciary Policy, applicable state and federal statutes, and GSA's rules and regulations.
- Performing the accounting for the disbursement of appropriated funds for the defender organization. Monitoring and controlling expenses incurred in the operation and maintenance of the office. Assisting the Administrative Officer in complying with the internal controls procedures of the office.
- Maintaining and analyzing accounting records; providing documentation for expenditures and fund balances of the defender organization.
- Preparing and reviewing vouchers for payment, ensuring accuracy and appropriateness.
- Acting as a liaison between the administration, experts, and vendors.
- Performing all other duties as assigned.

Salary and Benefits. The salary for the position falls within a range of \$50,598 (JSP-9, Step 1) to \$73,375 (JSP-12, Step 01). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the Competitive Civil Service. The position does offer federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified candidates may apply by sending a letter of interest (mentioning this announcement number 19-04) and résumé to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. César E. Chávez Blvd., B-207, San Antonio, Texas 78206-1278. No electronic submissions will be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Personnel Administrator Victoria Longoria. Position announced November 6, 2018, subject to the availability of funds, and is open until filled.

The Federal Public Defender is an equal-opportunity employer.