

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF OREGON**

**FINANCIAL ADMINISTRATOR– PORTLAND, OR**

Are you looking for satisfying work with a mission? Join the Federal Public Defender in providing excellent defense for indigent defendants charged with federal crimes. We are seeking an experienced Financial Administrator in the Portland office. The position provides an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment.

The Financial Administrator performs or supervises the performance of tasks such as the following:

- Assists the Administrative Officer and the Defender with all aspects of financial administration and management including budget development, projections and maintenance.
- Ensures adherence to federal and local financial practices and procedures. Acquires current knowledge of fiscal year spending requirements and restrictions provided by 1) Office of Defender Services and the Administrative Office of the U.S. Courts; 2) the *Guide to Judiciary Policy*; 3) applicable state and federal statutes; and 4) GSAs 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.
- Evaluates and recommends improvements for the financial systems. Implements improved systems and procedures for ensuring the accuracy and facilitating the disbursement of monies processed through the defender organization.
- Develops and implements, with the Administrative Officer and the Defender, a system of internal controls to assure proper segregation of accounting functions and to prevent errors and fraud.
- Maintains and analyzes accounting records; provides documentation for expenditures and balances of the defender organization.
- Develops and monitors monthly variance reports, status of funds reports and monthly reconciliation reports for review and approval by the Defender and Administrative Officer.
- Prepares and reviews vouchers for payment, ensuring accuracy and appropriateness.
- Develops and monitors spending plans as budget allotments are received. Recommends reprogramming actions between budget classifications and categories as necessary.
- Initiates and maintains a comprehensive training program for all employees responsible for financial duties. Ensures that all such employees are informed of regulations and procedures relating to financial matters.
- Acts as a liaison between the administration, experts, and vendors, and may also act as liaison with court unit personnel and the CJA panel.
- Performs all other duties as assigned.

This position requires five years total of relevant experience, at least two years of which must be progressively responsible professional experience in the functional areas described above. Such experience provides the individual:

- A comprehensive knowledge of financial management principles, practices, methods and techniques;
- Knowledge of accounting principles, practices, methods, and techniques;
- The ability to identify and evaluate pertinent facts and regulations, policies and precedents;
- Skill and judgment in the analysis of management issues
- Knowledge of budget preparation and financial management and operations;
- Experience as an financial manager performing progressively responsible duties;
- The skills and ability to execute the duties of the position.
- Experience with MicroSoft Office software preferred.
- Experience in a criminal defense environment preferred.
- Experience with public-sector accounting and budgeting preferred.

This position is “at-will,” excepted service, and does not carry the tenure rights of the competitive Civil Service. Starting salary ranges from \$53,738 to \$77,929 per year (GS 9 to 12), paid biweekly, commensurate with experience. Compensation also includes federal government employee benefits: paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

If you have a positive attitude, like a challenge, and want to be a part of an energetic criminal defense team, please e-mail a letter of interest, resume, and three references in .pdf format to the attention of:

Travis Southworth-Neumeyer, Personnel Administrator  
[oregon\\_personnel@fd.org](mailto:oregon_personnel@fd.org)  
Subject: Financial Administrator Position - Portland

Open until filled. Applications received by March 25th, 2018 will be given first consideration. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

**No phone calls please.**  
**The Federal Public Defender is an Equal Opportunity Employer.**  
**Women & Minorities are encouraged to apply.**

Hiring is provisional pending the successful completion of a background check and investigation.