

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

JOB ANNOUNCEMENT

ACCOUNTS PAYABLE FINANCIAL ASSISTANT
CAPITAL HABEAS UNIT
(One Position)
Posting Code 600200-19

The Federal Community Defender Office for the Eastern District of Pennsylvania has a vacancy for an Accounts Payable Financial Assistant in its Capital Habeas Unit. The person appointed to fill this position will assist the Financial Officer with all aspects of financial administration including bill payment processing, record keeping, and support of the budget process.

Applicants must have a minimum of three years of experience in accounts payable including, but not limited to, performing bill payment processing, performing bank reconciliations, preparing account reconciliations, providing support to the month-end close, supporting financial audits, and assisting with day-to-day accounting operations. Candidates should have knowledge of accounting principles, practices, methods, and techniques, and be able to identify and evaluate pertinent facts, regulations, and policies. Full cycle bill payment processing experience is preferred. Candidates must be detail oriented, and proficient in Excel, Word, and Adobe. Candidates must possess strong organizational, communication, and time management skills. A Bachelor's degree is preferred. Experience with Quickbooks and working in a legal environment is preferred. Candidates must be able to occasionally lift and/or move up to 25 pounds.

Interested applicants should submit a cover letter and resume to Sonya Malcolm, Human Resources Administrator, via e-mail at EmploymentPAE@fd.org, or by regular mail to FCDO, Curtis Center, 601 Walnut Street, Suite 540 West, Philadelphia, Pennsylvania 19106, by Tuesday, October 9, 2018. Candidates will be interviewed on an ongoing basis, and the position will remain open until filled.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.