Office of the Federal Public Defender
Middle District of Florida
Charles L. Pritchard, Jr.
Federal Public Defender

Vacancy Announcement #2027-006 | **Posting: November 6, 2026**
Position Title: Financial Administrator | **Closing Date: December 30, 2026**
Duty Station: Orlando, FL | **Permanent Full-Time**

The Federal Public Defender for the Middle District of Florida is accepting applications for a Financial Administrator. This position is full-time and is located in Orlando, Florida.

Applicants must be organized, detail-oriented, comfortable handling extensive financial documentation, and should be skilled in interpersonal relations. Familiarity with Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe Acrobat, the Internet, and financial software are required. Applicants must be willing to work long hours, weekends, and holidays as needed, as well as travel both in and out of state as required.

Description/Duties: 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.

The Financial Administrator performs the following tasks:

- Assists the Defender and Administrative Officer 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) DSO and the AOUSC; 2) the Guide to Judiciary Policy; 3) applicable state and federal statutes; and 4) GSA's 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 accuracy and facilitating the disbursement of monies processed through the defender organization.
- Develops and implements, with the Defender and Administrative Officer, 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.
- Prepares and reviews vouchers for payment, ensuring accuracy and appropriateness.
- Acts as a liaison between the administration, experts, and vendors.
- Performs all other duties as assigned.

Requirements: To qualify for the position of Financial Administrator, a person must be a high school graduate or the equivalent, with a minimum of three years general financial experience and two years of specialized financial experience. Education beyond high school may be substituted for some experience. Candidates must be able to perform each essential job duty satisfactorily.

ADDITIONAL EXPERIENCE AND PROVEN SKILLS IN THE FOLLOWING AREAS ARE REQUIRED:

- 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 in a legal environment;
- Experience as a financial manager performing progressively responsible duties;
- The skills and ability to execute the duties of the position.

Physical Requirements: Prolonged periods of sitting at a desk are necessary and an applicant must be able to occasionally lift and/or move up to 25 pounds.

Salary and Benefits: The starting salary for a Financial Administrator falls within a range of $61,722 to $116,362 per annum (2026 pay scale). The salary of the successful applicant will be dependent on and commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause. Hiring is subject to the availability of funds.

How to Apply: Qualified persons may apply by submitting a **letter of interest outlining their experience, a resume, and three professional references in a single Adobe PDF format**. An email confirming receipt of the PDF will be sent to all applicants. **Applications must be received by 5:00 p.m. on December 30, 2026.** Submissions that are incomplete or fail to follow the instructions above will not be considered.

Please send your submission to attention:

Office of the Federal Defender, Middle District of Florida
Jesus DeJesus, Human Resources Assistant
FLM_HumanResources@fd.org

Only those selected for interview will receive further communication.

The FPDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The FPDO is a branch of the U.S. Courts, an **Equal Opportunity Employer**, and operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, nationality, religion, or disability.