

POSITION ANNOUNCEMENT 26-10

Financial Administration Assistant – Alexandria

Office of the Federal Public Defender

Eastern District of Virginia



The Office of the Federal Public Defender for the Eastern District of Virginia is accepting applications for a Financial Administration Assistant position in our Alexandria location. Pursuant to the Criminal Justice Act, 18 U.S.C. § 3006A, the office provides legal representation to indigent defendants in federal criminal cases and related matters.

The Financial Administration Assistant manages the day-to-day accounts payable operations for our office. This includes reviewing invoices and vouchers for accuracy before preparing them for payment, working with legal teams to ensure invoices are fair, correct, and meet quality and performance standards, and assisting in maintaining the district's purchase card, centrally billed travel, and individually billed travel card systems. This position serves as the district's accounts payable point of contact, facilitating communication between administration and local attorneys, staff, experts, and vendors.

Beyond day-to-day accounts payable duties, the Financial Administration Assistant keeps financial records organized and up to date, confirms that monthly funding requests are completed, and assists with required monthly reporting. The role also involves helping update financial, internal control, and travel policies annually; supporting the annual financial reviews and audits; training new employees on accounts payable processes and credit card use; ensuring compliance with payment and procurement regulations; and reviewing the office's financial systems to recommend and help implement improvements. The Financial Administration Assistant provides support when the district plans and executes large procurements and other projects, partners with the Operations Management Assistant on tracking accountable property, and serves as backup for the Financial Administrator, which requires maintaining an active contracting officer certification and staying current on request, travel, and funding processes.

Requirements: A successful applicant will have a minimum of three to five years of experience in an accounting or financial management role in which Generally Accepted Accounting Practices (GAAP) were regularly used; experience using Microsoft Excel; the ability to research, comprehend, and apply complex regulations or policy guidelines; attention to detail; familiarity with Microsoft Office applications and Adobe Acrobat; excellent oral and written communication skills; demonstrated problem solving and analytical skills; discretion and professional presentation; and a history of completing duties on time. An associate or bachelor's degree in a business-related field is preferred. Applicants must be authorized to work in the United States. This position may require work on holidays, evenings, and weekends, as the nature of our mission sometimes requires.

The physical demands of the position are those required to successfully perform the duties described above. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions. The Financial Administration Assistant will spend most of their time in an office environment consistent with our telework policy. The individual must occasionally lift and/or move up to 25 pounds. Travel within the state will be necessary and a valid driver's license is required.

Starting Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from \$70,623 - \$133,142 per annum. The position offers federal employment benefits that include, in part, paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan and participation in the Thrift Savings Plan (401k). Salary is payable only by Electronic Funds Transfer (direct deposit). Telework and flex scheduling consistent with court obligations and position duties are available to all employees.

How to Apply: To be considered for this position, email a single PDF containing a completed AO78 Judicial Branch Application, cover letter, and resume to FPDedva_hiring@fd.org. This position will remain open until filled with preference given to those who apply by August 21st. You must include the job announcement number in the subject line. For required documents or additional information, visit the Employment section of <https://vae.fd.org>. Only those selected for an interview will be contacted; please do not contact the office.

The position is "at-will" employment in the excepted service and does not carry the tenure rights of the competitive civil service. The final candidate will undergo an FBI background check and employment is conditional upon its completion. This position is subject to the availability of funds. All responses will remain confidential. More than one position may be filled from this announcement. Incomplete applications, or those not adhering to the application instructions will not be considered.

The Federal Public Defender is an equal-opportunity employer.