

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

DEFENDER ASSOCIATION OF PHILADELPHIA
FEDERAL COURT DIVISION

LISA EVANS LEWIS
Chief Federal Defender

The Curtis - Suite 540 West
601 Walnut Street
Philadelphia, PA 19106
Phone: 215.928.1100
Fax: 215.928.1112

JENNIFER CHICCARINO
First Assistant

JOB ANNOUNCEMENT

ADMINISTRATIVE FINANCIAL ASSISTANT- ACCOUNTS PAYABLE
(One Position)

Posting Date: February 5, 2026

Closing Date: When Filled

The Federal Community Defender Office for the Eastern District of Pennsylvania is hiring one Administrative Financial Assistant for Accounts Payable. 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 vendor management.

The office represents indigent defendants in federal cases from inception through appeal and conducts post-conviction litigation for indigent individuals challenging state and federal convictions and sentences. The FCDO also has an active capital case trial practice and represents death-sentenced prisoners in all stages of federal habeas corpus proceedings. Our office is in Philadelphia's vibrant Center City district, in the historic Curtis building, close to the federal courthouse and across from Independence Mall, the Liberty Bell, and Washington Square Park.

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 in finance or accounting is preferred. Experience with QuickBooks and automated accounts payable systems is preferred.

Interested applicants should apply at [Federal Community Defender Office Careers](#) and **must include a cover letter and three references** to be considered. Candidates will be interviewed on an ongoing basis until the position is filled. Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position is subject to the funding restrictions and approval of the Administrative Office of the United States Courts and the successful completion of a background check.

The Federal Community Defender Office for the Eastern District of Pennsylvania is an equal opportunity employer. We are dedicated to promoting a professional work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. All qualified applicants are encouraged to apply.