

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT

Position: Financial Administrator

Location: San Diego, CA

Application Deadline: August 14, 2026

Posted: July 31, 2026

Office Website: www.fdsdi.com

Salary Range: 9/1 \$70,507 to 12/10 \$132,923

Federal Defenders of San Diego, Inc. (FDSDI) is seeking a full-time Financial Administrator in our San Diego office. FDSDI is the Community Defender Organization for the Southern District of California, serving San Diego and Imperial Counties, and operates under the authority of 18 U.S.C. § 3006A(g)(2)(B) to provide federal criminal defense services by court appointment to individuals who are unable to afford counsel.

The ideal candidate is detail-oriented, analytical, and committed to accuracy and integrity. You'll need strong communication skills, discretion, and the ability to manage competing priorities in a fast-paced environment. As our Financial Administrator, you'll be responsible for sound financial stewardship and serve as a key point of contact for financial and budgetary matters.

Duties and Responsibilities:

Under the supervision of the Executive Director, the Financial Administrator will:

- Perform accounting for and disbursement of appropriated funds and monitor and control expenses incurred in the operation and maintenance of the office.
- Assist with internal controls procedures to ensure proper segregation of accounting functions and prevent errors and fraud.
- Maintain and analyze accounting records and provide documentation for expenditures and fund balances.
- Prepare and review vouchers for payment, ensuring accuracy and appropriateness.
- Manage payroll operations including payroll processing through ADP, processing payroll liabilities, pension distributions, and maintaining the general ledger as it pertains to payroll.
- Prepare status of funds reports and monthly reconciliation reports for review and approval by the Executive Director and Administrative Officer.
- Monitor spending trends and reprogram funds between budget categories as necessary.
- Analyze open obligations and expenses.
- Maintain purchase orders and payment vouchers using accounting software and systems.
- Formulate budget requests and manage budget development, projections, and maintenance.
- Assist and coordinate with the Executive Director and Administrative Officer on yearly audit preparation.
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent required.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and meet deadlines.

- Excellent oral and written communication skills.
- Strong interpersonal skills, with the ability to interact professionally and effectively with employees, vendors, and management.
- The ability to maintain confidentiality and exercise sound judgment when handling sensitive financial information.
- Strong analytical, problem-solving, and critical-thinking skills.
- The ability to work independently, take initiative, and collaborate effectively with others.
- Proficiency in Microsoft Office Suite, particularly Excel, and other business software applications.
- Experience using commercial or web-based accounting systems
- Flexibility to adjust work hours periodically based on operational needs.

Preferred Qualifications:

- A bachelor's degree from an accredited college or university, preferably in accounting, finance, business administration, or a related field.
- Three or more years of general experience plus one or more of the following:
 - At least three years of experience in budget and financial management using accounting systems to formulate, execute, audit, and report on organizational budgets.
 - A bachelor's degree with at least 24 credit hours completed in accounting subjects with a B+ average or better.
 - An MBA with an accounting or finance emphasis.
 - A CPA or CMA designation.
- Proficiency in commercial or web-based accounting systems such as QuickBooks or Sage Business Works.
- Familiarity with Adobe Acrobat software.
- Experience with Judiciary Policy or nonprofit field.
- Demonstrated commitment to accuracy, integrity, and sound financial stewardship.

Salary and Benefits:

Salary will be commensurate with experience. The starting salary range is: JSP 5/1 (\$46,533) to JSP 12/10 (\$132,923). The position does include employee benefits including health and life insurance as well as a 401k plan. Salary is payable only by Electronic Funds Transfer (direct deposit). This position is at will and is subject to the availability of funds. Employment is subject to a satisfactory background investigation. This position offers one day of telework per month. Full-time telework is not available.

Accessibility:

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact the Director of Human Resources at Kym_Bryant@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. In our hiring, we seek individuals who share this belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Kasha Castillo, Executive Director

hiring@fdsdi.com

Subject: Financial Administrator Position – San Diego

Hiring Timeline:

We value transparency in our hiring process and want applicants to know what to expect. Below are the key dates:

- **Application Deadline:** August 14, 2026 (priority consideration given to applications received by this date; applications will remain open until filled)
- **Interviews:** Conducted on a rolling basis
- **Anticipated Start Date:** On or around September 1, 2026 (tentative)