

FEDERAL DEFENDERS

MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.

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CECILIA VACA
Executive Director

POSITION ANNOUNCEMENT

Financial Secretary

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for a full-time Financial Secretary. This position provides administrative, financial, and secretarial support to the organization's administrative and legal staff, with a primary focus on accounts payable functions. The successful applicant will play a key role in supporting the day-to-day financial and administrative operations of the office.

DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

- Performing bookkeeping and accounts payable functions, including processing invoices, preparing payment documentation, maintaining financial records, and assisting with budget tracking and reconciliation
- Assisting with procurement, expense tracking, and coordination with vendors and service providers
- Providing administrative and secretarial support to administrative staff, including typing, editing, and preparing correspondence, memoranda, reports, and other documents
- Maintaining administrative calendars, monitoring deadlines, and organizing and maintaining electronic and paper files
- Arranging meetings and conferences, maintaining minutes, and coordinating travel arrangements in compliance with applicable regulations
- Performing other administrative, financial, and office support duties as assigned

QUALIFICATIONS

- High school diploma or equivalent required
- Prior experience in bookkeeping, accounts payable, or financial administrative work strongly preferred
- Experience in an office environment requiring confidentiality and attention to detail
- Proficiency with computers and common office software; experience with accounting or financial systems is a plus
- Strong organizational skills, sound judgment, and the ability to manage multiple tasks and deadlines
- Ability to communicate clearly and professionally, both orally and in writing

The salary range for this position is based on qualifications and experience and is comparable to similar positions within the federal system. This office provides excellent benefits.

APPLICATION PROCESS

Qualified applicants should submit the following in a single Adobe PDF:

1. Letter of interest outlining relevant experience
2. Resume
3. Three professional references

An email confirming receipt of the application will be sent to all applicants. Incomplete submissions or those that do not follow the instructions will not be considered.

Please send submissions to:
Middle District of Alabama Federal Defender Program
Attn: Jessica Smith, Administrative Officer
ALM_Employment@fd.org

The position will remain open until it is filled, but resumes received prior to **Friday, March 6** will be given priority. Hiring is contingent upon the availability and approval of funding. The Middle District of Alabama Federal Defender Program, Inc. is an Equal Opportunity Employer and is committed to building a diverse workforce.