

# **FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED**

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## **Position Announcement – Accounts Payable Administrator**

### **Who We Are**

We work to keep people out of prison and stop state executions by adhering to our mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies and clients sentenced to death. We practice holistic lawyering to protect our clients’ rights and champion their humanity at every stage of the criminal case and beyond. Federal Defender Services of Eastern Tennessee (FDSET) seeks to embrace diversities, support equity, and foster an inclusive work environment that promotes commitment, flexibility, and fairness.

### **The Job**

We need a full-time accounts payable administrator based out of our Knoxville office.

### **Duties**

The accounts payable administrator assists the federal defender and administrative officer with specific financial and administrative functions. Primary areas of responsibility include but are not limited to: preparing vendor payment batches for review and approval; entering invoice and ACH payments into the banking platform; daily confirmation of ACH payments awaiting approval; reconciling returned payments; corresponding with the bank and vendors as needed; tracking and completing credit card payments; and creating and maintaining vendor accounts. This position will also be responsible for retirement/HSA/FSA contribution entries, coordinating supply orders, 1099 preparation for expert witnesses, and preparing monthly reports required by FDSET’s grant and conditions. Further, the accounts payable administrator acts as backup for processing semi-monthly payroll and tracking staff travel reimbursements.

## **Requirements**

A minimum of three years of accounting experience is required. A bachelor's degree in accounting, business administration, public administration, or other closely related field is desired. The ideal candidate will have an intermediate or higher skill level in QuickBooks Online and Excel. Experience using Paychex and a familiarity with federal financial regulations is a plus. This position demands solid accounting and organization skills, attention to detail, strong ethics, and the ability to exercise good judgment, act with diplomacy, and maintain confidentiality. An affinity for teamwork is essential.

Applicants may be required to complete a background investigation.

## **Salary & Benefits**

Salary is commensurate with years of experience and qualifications in accordance with the Defender Organization Classification System and the Federal Judicial Salary Plan (JSP). The current salary range is JSP 9/1 at \$61,722 to JSP 12/10 at \$116,362 annually.

FDSET offers a generous benefits package, which includes paid vacation and sick leave, 11+ paid annual holidays, medical, dental, vision, life/AD&D, long-term disability, and 401K retirement. FDSET provides medical (employee-only plans), dental, vision, basic life/AD&D, and long-term disability at no monthly premium cost to employees.

A partial remote work week is available to employees after an initial probationary period.

## **HOW TO APPLY**

Qualified individuals may apply by sending ALL the following documents in a *combined PDF file* to **Sharon\_Buckingham@fd.org** by **Friday, February 27, 2026**.

- (1) Cover Letter
- (2) Resume
- (3) Three References

An email confirming receipt of the application materials will be sent to all applicants. Only those selected for interviews will receive further communication.

**FDSET VALUES A DIVERSE WORKFORCE  
AND IS AN EQUAL OPPORTUNITY EMPLOYER**