

FEDERAL PUBLIC DEFENDER
MIDDLE and WESTERN DISTRICTS OF LOUISIANA
LAFAYETTE HEADQUARTERS
102 Versailles Boulevard, Suite 816
Lafayette, Louisiana 70501

Rebecca L. Hudsmith
Federal Public Defender

(337) 262-6336
Fax (337) 262-6605

POSITION ANNOUNCEMENT
Financial Administrator - Lafayette, LA
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The Office of the Federal Public Defender for the Middle and Western Districts of Louisiana is accepting applications for the position of a full-time Financial Administrator to be stationed in the Lafayette office. The Office of the Federal Public Defender, which has staffed offices in Baton Rouge, Lafayette and Shreveport, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide court-appointed defense services in federal criminal cases to individuals unable to afford counsel.

Requirements. A Financial Administrator is a professional position responsible for financial management and analysis, budget management and analysis, and accounting systems and controls. Applicants must be either a U.S. citizen or an alien authorized to work in the United States, and must possess a high school diploma or equivalent with one or more of the following: 1) at least 2 years of experience in budget and financial management using accounting systems to formulate, execute, audit and report on organizational budgets, 2) a bachelor's degree with at least 24 credit hours completed in accounting subjects with a B+ average or better, 3) an MBA with an accounting or finance emphasis, or 4) a CPA or CMA designation. Appointment is subject to a satisfactory FBI fingerprint check.

Duties. Under the direction of the Administrative Officer, the Financial Administrator creates and approves requisition documents, purchase orders, and payment vouchers using Microsoft Excel and accounting software/systems; formulates budget requests; analyzes spending trends and requirements; reprograms funds; reviews and tests internal controls procedures; prepares status of funds reports; analyzes open obligations and expenses; audits travel vouchers and financial payments; and assists with the general financial, procurement, and administrative management of the office.

Selection Criteria. The successful applicant will have training or experience in accounting and financial management, preferably in a legal or government setting; the ability to research, comprehend, and apply complex regulations or policy guidelines; attention to detail; experience using Microsoft Excel and commercial or web-based accounting systems (e.g. Momentum-based software) to perform financial management and accounting duties; familiarity with Microsoft Office applications and Adobe Acrobat software; excellent oral and written communication skills; demonstrated problem solving and analytical skills; discretion, maturity, and professional presentation; and a history of completing assignments on time without errors.

Salary and Benefits. The position is a full-time position with federal benefits and salary commensurate with experience and qualifications. The position, at the entry level grade 9, starts at the salary range of \$49,765 to \$64,697 per annum, with promotion potential to a grade 12. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit through Electronic Funds Transfer.

How to Apply. Qualified persons may apply by forwarding a letter of interest, resume, and three references to Zach Brevis, Administrative Officer, 102 Versailles Blvd., Suite 816, Lafayette, LA 70501, or zach_brevis@fd.org. Please bundle all materials into a single PDF document. Applications must be received by **5:00 p.m. on Friday, September 22, 2017**. The position is contingent on the availability of federal funding. Only those granted an interview will be contacted. No phone calls please.

The Office of the Federal Public Defender is an equal opportunity employer.