

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama**

**POSITION ANNOUNCEMENT
Financial Administrator- Birmingham Office**

The Office of the Federal Public Defender for the Northern District of Alabama is accepting applications for the position of Financial Administrator. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

The Financial Administrator provides assistance and advice to the Defender and Administrative Officer in financial and budget matters. Primary areas of responsibility include, but are not limited to financial management and analysis, budget management and analysis, accounting systems and controls, with an adherence to federal and local financial practices. The Financial Administrator will be responsible for developing internal controls, maintaining accurate financial records, creating reports and vouchers, training staff in financial duties and working with administrative staff in day-to-day financial operations.

To qualify an applicant must be at minimum a high school graduate with a bachelor's degree or a minimum of 3 years of progressively increased responsibilities in the fields of business or public administration, accounting, personnel management, information systems, legal management or other field closely related to the subject matter of the position.

Salary is dependent on experience, qualifications, and available funding. Starting salary commensurate with experience in accord with AO, US Courts guidelines (JSP DOCS 9-11). Relevant education may be substituted for experience. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer. This announcement is also posted at www.aln.fd.org.

Please send a cover letter, resume and the names of three references to:

Kevin L. Butler

Office of the Federal Public Defender

505 20th Street North, Suite 1425

Birmingham, AL 35203

PLEASE NO TELEPHONE OR EMAIL INQUIRIES

Application Deadline: March 13, 2024

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL
OPPORTUNITY EMPLOYER**