Federal Defender Services of Idaho, Boise Headquarters

Financial Administrator

Federal Defender Services of Idaho is now accepting applications for a full-time Financial Administrator to join the Boise Headquarters in the Trial Unit.

Federal Defender Services of Idaho (“FDSI”) is the Community Defender Organization (see 18 U.S.C.§ 3006A(g)(2)(B)) for the District of Idaho. The organization’s main office is in Boise, Idaho with a branch in Pocatello, Idaho, and a Capital Habeas Unit also in Boise. FDSI operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts. FDSI is not an agency of the federal government; staff members are not federal employees.

Job Description: This position is for a full time Financial Administrator to join the Boise Trial Unit, supporting the entire organization. Under the supervision of the Administrative Officer, the Financial Administrator will provide assistance and advice to the Federal Defender and/or Administrative Officer in financial and general budget matters. General areas of responsibility include financial management and analysis, budget management and analysis, accounting systems and controls, procurement, and accounts receivable functions. The Financial Administrator oversees day-to-day operations of accounting functions, performs the accounting for the disbursement of appropriated funds for the Community Defender organization, monitors and controls expenses incurred in the operation and maintenance of the office while adhering to and maintaining established internal controls and in adherence with federal and local requirements and restrictions provided by the Guide to Judiciary Policy, applicable federal and state statues and GSA rules and regulations. The Financial Administrator evaluates and recommends improvement for financial systems, implements improved plans and procedures for ensuring accuracy and facilitates the disbursement of monies processed through the defender organization. The Financial Administrator will assist with payroll operations including payroll processing through Paychex, processing payroll liabilities and maintaining the general ledger and assist with yearly audit preparation. The Financial Administrator will be overall responsible for all procurement and accounts payable functions within the organization.

Qualifications and Skills: The ideal candidate for this position will possess a demonstrated knowledge of accounting theory, principles and practices and automated accounting systems, specifically Quickbooks Online; a demonstrated proficiency in establishing internal controls and the use of Microsoft Office, specifically Excel; a demonstrated ability to prepare financial statements and reports and to work closely with vendors to maintain payable accounts.
**Requirements:** To apply for the position of Financial Administrator, a bachelor’s degree and three years of experience in bookkeeping, accounting, or a closely related field is required. A candidate with an advanced degree in finance, accounting or other related field is strongly preferred; or a bachelor’s degree with three years’ work experience in the non-profit or government field is preferred. Employees of this program may not engage in other full-time employment.

The selected candidate will be subject to a background check or investigation and subsequent favorable suitability determination for employment. FDSI employees are considered “at-will” employees and are not covered by the Civil Service Reform Act. This position is overtime non-exempt. Employment will be provisional and contingent upon the satisfactory completion of a 180-day probationary period. COVID-19 vaccination is required as a condition of employment, exceptions allowed with reasonable accommodation.

**To Apply:** Submit an electronic PDF resume including cover letter, and three references to: idx_administration@fd.org. Please do not call regarding the status of your application.

**Application deadline:** February 17, 2023

**Salary:** Competitive salary (Judicial Pay Scale (JSP) 9-12: $57,118-$107,680), health coverage, long term disability and life insurance, paid time off and federal holidays, and retirement plan.

FDSI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff.