

FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF MISSOURI
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Position Announcement

Position: **Financial Administrative Assistant**

Location: **Kansas City, MO**

Deadline: open until filled; position subject to availability of funds

Posted: March 24, 2023

Who We Are: We work to keep people who are charged with federal crimes out of prison. Our clients are people who cannot afford private counsel. We take a holistic approach, designed to protect our clients' rights, and center their humanity at every stage of the criminal case. The Western Missouri FPD is a high-energy workplace that promotes diversity, collaboration, and fairness.

The Opportunity: The Financial Administrative Assistant duties include assisting in various matters regarding the operations, finance, procurement, property, space and facilities, travel, and policy.

Financial Administrative Assistant duties include but are not limited to the following:

- Preparing purchase orders, entering purchasing obligations, and reviewing invoices for payment, ensuring accuracy and appropriateness;
- Creating and executing contracts with case experts and maintaining a database of experts;
- Procuring equipment, services, furnishings, and supplies from government and non-government contracts;
- Overseeing and ordering office supplies, furniture, and general office equipment;
- Supporting administrative functions for external and internal audits and program assessments;
- Researching, analyzing, and ensuring adherence to federal and local financial and procurement practices and procedures;
- Responding to administrative inquiries from staff and other organizations;
- Assisting with internal control compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions; and
- Performing all other duties assigned.

Education/Requirements: All applicants must have graduated from an accredited school with a bachelor's degree in accounting, finance, business administration, or a related field and have a minimum of two years of specialized experience and knowledge of finance and accounting procedures, guidelines, policies, and practices. A high level of computer literacy is required. Candidates should be detail-oriented and well organized, must have excellent oral and written communication, and interpersonal skills, must possess planning, problem-solving, math, and analytical skills. The candidate should also be able to work independently and take initiative, analyzing and communicating complex information, meet critical deadlines, and work well with others.

Salary and Benefit Details: Starting salary varies based on experience, with a range under the Judicial Salary Plan from Grade 9/1 to 12/10, currently \$57,941 to \$109,233 per annum. The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (401k). Benefit premiums will be prorated. Telework may be approved per office policy if consistent with court obligations and position duties. Employment is subject to a satisfactory background investigation, including an FBI fingerprint and name check.

Equal Opportunity Employer: The Federal Public Defender for the Western District of Missouri is an equal opportunity employer. No personnel actions or practices (including hiring, termination, promotion, demotion, advancement, or terms and conditions of employment) are based on an individual's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status.

Apply Now: Please send your letter of interest, resume, and three professional references in a single pdf document to fpdmow@gmail.com. Preference will be given to resumes received by April 30, 2023. No phone calls please.