



Position Announcement: Financial Administrator- Kansas City Missouri

Make a Meaningful Difference in the Heart of Missouri

Now Hiring: Financial Administrator- Kansas City Branch Office

Deadline: Open until filled; preference given to applications received by March 27th , 2026

Join the Fight for Justice:

Are you a detail-oriented financial professional committed to excellence and integrity?

The Federal Public Defender's Office for the Western District of Missouri is seeking a skilled and dedicated **Financial Administrator** to join our administrative team in the Kansas City office. In this critical role, you will manage budgeting, accounting, and compliance functions that support our mission of delivering justice and upholding constitutional rights.

About Us

The Federal Public Defender for the Western District of Missouri is a federal agency tasked with representing indigent men and women accused of committing federal crimes within the district. While it is anticipated that a Financial Administrator will have no direct client contact, the position is essential to the management of the office, and therefore to the effective representation of our clients as guaranteed by the Sixth Amendment to the United States Constitution.

Why Kansas City, Missouri?

Kansas City sits on Missouri's western edge, straddling the border with Kansas. It's known for its barbecue, jazz heritage and fountains. Downtown, the American Jazz Museum shares a building with the Negro Leagues Baseball Museum in the historic 18th & Vine Jazz District. The Nelson-Atkins Museum of Art, with giant shuttlecocks out front, houses nearly 40,000 works of art, from ancient to contemporary collections.

Requirements and Qualifications:

- Bachelor's degree in accounting, Finance, Business Administration, or related field (master's preferred).
- Minimum of 3–5 years of experience in financial management or accounting.
- Knowledge of federal financial regulations and judiciary policies.
- Proficiency in accounting software and Microsoft Office Suite.
- Strong analytical, organizational, and communication skills.

Duties:

The Financial Administrator is responsible for managing and overseeing all financial operations within the defender organization. This role ensures compliance with federal and local regulations, maintains accurate accounting records, and supports leadership in budget planning and financial decision-making.

- **Financial Management & Budgeting**
 - Assist the Defender and Administrative Officer with budget development, projections, and maintenance.
 - Monitor spending plans and recommend reprogramming actions as needed.
- **Compliance & Regulatory Adherence**
 - Ensure compliance with financial policies and procedures, including guidance from DSO, AOUSC, the Guide to Judiciary Policy, applicable statutes, and GSA regulations.
- **Accounting Operations**
 - Oversee daily accounting functions, including disbursement of appropriate funds and expense monitoring.
 - Maintain internal controls to prevent errors and fraud.
- **System Evaluation & Improvement**
 - Assess financial systems and recommend enhancements to improve accuracy and efficiency.
 - Implement improved procedures for disbursement and record-keeping.
- **Reporting & Analysis**
 - Prepare and analyze accounting records, expenditure documentation, and balance reports.
 - Develop monthly variance, status of funds, and reconciliation reports for leadership review.
- **Payment Processing**
 - Prepare and review vouchers for accuracy and appropriateness.
- **Procurement**
 - Procures supplies, equipment, library materials and furnishings through competitive bids, existing or new governmental contracts.
 - Originates or reviews requisitions and confers with requesting person regarding necessary goods and services.
- **Training & Oversight**
 - Establish and maintain a comprehensive training program for staff with financial responsibilities.
 - Ensure staff compliance with financial regulations and procedures.
- **Liaison Duties**
 - Serve as a point for contact between administration, vendors, experts, court personnel.

- **Other Duties**

- Perform additional tasks as assigned to support financial integrity and operational efficiency.

Compensation & Available Benefits

- **\$62,729-\$118,261**(commensurate with experience)
- Robust federal benefits package including:
 - Health, dental, and vision insurance
 - Employer Retirement Plan
 - Paid federal holidays, annual and sick leave
 - Access to wellness resources and confidential support
 - Access to continuing legal education and training opportunities

Notice:

The Federal Public Defender is an equal opportunity employer. We value a diverse workforce and are committed to a policy of non-discrimination in all personnel actions. We encourage application from individuals of all backgrounds and experiences.

Background Checks: The selected candidate will be subject to a background check or investigation as a condition of employment. Employment will be considered provisional until a satisfactory background check and favorable suitability determination is confirmed.

How to Apply

Interested applicants should submit a **cover letter, resume, and three references in a single PDF** to: MOW_jobs3@fd.org. Early applications are encouraged. No phone calls, please.