



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

---

### **Vacancy Announcement**

**POSITION:** Staff Accountant

**DEPARTMENT:** Disbursing Office

**SUMMARY:** See Attached Position Classification

**SALARY RANGE:** \$56,078 - \$86,922

**CONTACT:** Human Resources  
Room SH-231B Hart Building  
Fax: 202-228-3603

**POSTING DATE:** August 4, 2010

**DEADLINE FOR APPLICATIONS:** August 18, 2010 Applications will NOT be accepted after 6:00 p.m.  
Fax or hand deliver applications. Do NOT mail. No phone calls please.

**\* New \*** E-mail your submission to [resumes@sec.senate.gov](mailto:resumes@sec.senate.gov).  
Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



---

**STAFF ACCOUNTANT**

**Department:** Disbursing Office  
**Reports to:** Chief Accountant

**NATURE OF WORK**

This is accounting work supporting the financial operations of the United States Senate Disbursing Office. Work includes reconciling accounts, preparing and submitting taxes, and preparing year-end financial reports. Work is bound by Title 2 of the U.S. Code, generally accepted accounting principles, procedures and practices and Senate/Disbursing guidelines, but requires some independent judgment in setting priorities and handling unusual assignments.

**ESSENTIAL FUNCTIONS**

Prepares and reviews accounting records and related reports for Senate offices; prepares year-end reports; reviews, approves, and posts all receipts with in the Senate.

Performs Senate's accounts receivable, deposit receipt activity and reconciliations; resolves differences between Treasury and Social Security Administration information reported to the IRS; prepares and submits all state and federal taxes; and provides general ledger information and expertise to the Policy and Control Department and Financial Reporting Branch to other sections of the Disbursing Office.

Reconciles and distributes financial reports to Senate staff and serviced offices; creates and provides specialized reports as needed to Senate managers and program directors; reconciles accounts; and assists in preparing year-end closing entries and opening entries each fiscal year.

Assists in developing and establishing routine accounting policies and procedures for conducting business and coordinates procedural changes with office managers and other users; assists the Chief Accountant with year-end internal and external reporting for the Senate.

Prepares and reviews journal vouchers for obligations that are to be liquidated; evaluates and executes employee debt collection activities.

Performs other duties as assigned.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items less than 25 pounds such as books, papers, small parcels, etc.

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



---

**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree in accounting or finance and one to three years of accounting experience that provides the following knowledge, skills and abilities:

Knowledge of government accounting theories, practices and techniques with special emphasis on GOALS II reporting.

Knowledge of Federal government office financial management systems, policies and practices including OMB classification codes and the Standard General Ledger (SGL).

Knowledge of automated accounting procedures, techniques, concepts, systems design practices and limitations.

Knowledge of federal and Treasury regulations for the development and issuance of annual Federal financial statements as required by OMB Circular A-136.

Knowledge of Senate policies regarding financial reporting.

Knowledge of IRS regulations regarding reporting non-salary income.

Ability to analyze accounting system problems and make recommendations to resolve issues.

Ability to use computer and relevant computer software packages.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively and cooperatively in a team setting, both within the department and outside of organizational lines.

Ability to provide prompt and courteous customer service and resolve customer problems.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*