



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

OPEN TO SENATE EMPLOYEES AND APPLICANTS REFERRED BY SENATE STAFF

POSITION: Staff Accountant

DEPARTMENT: Disbursing Office

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

CONTACT Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

POSTING DATE: February 12, 2014

DEADLINE FOR APPLICATIONS: February 21, 2014 Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE: Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who

have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which may be obtained by visiting www.senate.gov, click “Visitors,” then “Employment.” The Application for Veterans’ Preference will appear under “Secretary of the Senate Office of Human Resources.”

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate’s obligations and efforts to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



STAFF ACCOUNTANT

Department: Disbursing Office

Reports to: Chief Accountant

NATURE OF WORK

This is accounting work supporting the financial operations of the 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 Disbursing Office guidelines, but requires some independent judgment in setting priorities and handling unusual assignments. Work is performed under the general supervision of the Chief Accountant.

ESSENTIAL FUNCTIONS

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

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 other sections of the Disbursing Office.

Reconciles and distributes financial reports to Senate staff and service offices; creates and provides specialized reports as needed to Senate managers and program directors; reconciles suspense and payroll 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.

Maintains current knowledge of the Disbursing office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

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.

PB: 7

FLSA: NE

VEOA: C

02/11/2014



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

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 under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in Accounting or Finance with one to three years of accounting experience; or any combination of education and 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.

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.

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.

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