



SENIOR ACCOUNTANT

NATURE OF WORK

This is senior level professional work preparing financial statements for appropriated funds. The work includes testing modifications to automated financial accounting systems, responding to accounting inquiries, and supervising the preparation of accounting records and reports. Work is performed under the direction of a Financial Manager and financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Reviews input of accounting transactions in the automated accounting system; makes corrected entries, as needed; prepares and inputs various entries.
- Reviews and analyzes month-end accounting system reports to ensure integrity of operating results and general ledger balances; prepares financial statements.
- Designs testing procedures and reviews testing of modifications and enhancements to the accounting system before implementation; serves as liaison to other departments for accounting system inquiries.
- Supervises and trains staff accountants and support staff.
- Performs special accounting projects as assigned; assists accounting manager in annual audit.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in accounting or a closely related field, and three to five years progressively responsible professional accounting experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of sound accounting principles, practices and procedures, including generally accepted accounting practices (GAAP).
- Knowledge of accounting, spreadsheet and word processing software.
- Ability to prepare accurate and correct accounting records and reports.
- Ability to plan, coordinate, assign, and evaluate the work of professional and administrative staff.

PAGE 1 OF 2

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.



- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at www.senate.gov/saaemployment.

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 Senate Sergeant at Arms 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 resumes@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.