FINANCIAL MANAGER

NATURE OF WORK

This is professional and managerial work coordinating and managing activities associated with major financial accounting functions. The work includes assuring adherence to established policies and practices in carrying out activities related to budget preparation and financial analysis, automated financial systems maintenance and enhancement, accounts payable and accounting records. Work is performed under the direction of the Chief Financial Officer.

EXAMPLES OF WORK

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

- Establishes and maintains effective practices, guidelines and procedures for carrying out assigned financial management function; assures adherence to established policies; designs and implements new procedures as needed.
- Plans, organizes, coordinates, assigns and evaluates the work of professional and support staff.
- Reviews and analyzes financial records, documents and reports to assure accuracy, completeness and adherence to proper standards; prepares reports as needed.
- Assures effective use of automated processes to carry out the work.
- Resolves problems and conflicts; investigates and conducts research as necessary to find solutions to problems and enhance efficiency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment.

MINIMUM QUALIFICATIONS

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

- Knowledge of sound accounting and financial management principles, practices and procedures, including generally accepted accounting principles (GAAP).
- Knowledge of effective supervisory practices and processes.
- Knowledge of automated systems and software related to accounting and financial management.

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 establish and maintain proper policies, guidelines and procedures for effective budget administration, financial reporting and financial management systems.
- Ability to plan, organize, coordinate, assign, direct and evaluate the work of professional, technical and administrative staff.
- Ability to prepare and maintain accurate financial records and reports.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Certified Public Accountant license may be required for some positions. Certified Management Accountant may be desired for some positions.

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Manager of Accounting

Description

The Manager of Accounting is responsible for all day-to-day accounting activity, to include the preparation of monthly financial statements, the accuracy and completeness of all supporting documentation and the oversight of financial systems. In performing these duties, the Manager supervises a staff of seven. The Manager of Accounting is responsible for developing, implementing and documenting accounting policies and procedures; for preparing monthly variance analyses; for ensuring the adequacy of internal accounting controls; and for developing year-end closing and audit procedures.

Qualifications:

Bachelors Degree in Accounting required. Candidates must have at least eight years supervisory experience in accounting and eight years of general accounting experience. CPA and prior federal government accounting experience strongly preferred. Candidate must have a demonstrated working knowledge of a complete entity-wide or integrated accounting system.

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.