U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

THIS VACANCY ANNOUNCEMENT IS OPEN TO U.S. SENATE EMPLOYEES ONLY

POSITION:	CAREER LADDER – ACCOUNTS PAYABLE TECHNICIAN (PHASE I) TO ACCOUNTS PAYABLE SPECIALIST (PHASE II)
DEPARTMENT:	**Disbursing Office**
SALARY RANGE:	CL Phase I – Pay band 3: $36,518 to $56,601 CL Phase II – Pay band 5: $45,269 to $70,166
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:	**November 19, 2012**
DEADLINE FOR APPLICATIONS:	**December 3, 2012** Applications will NOT be accepted after 6:00 p.m. E-mail, fax or hand-deliver applications. 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.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

UNITED STATES SENATE
OFFICE OF THE SECRETARY

CAREER LADDER - ACCOUNTS PAYABLE TECHNICIAN (Phase I) to ACCOUNTS PAYABLE SPECIALIST (PHASE II)

Department: Disbursing Office
Reports to: Accounts Payable Manager

This is a career ladder position within the Senate Disbursing Office in the Accounts Payable Section. The individual selected for the career ladder position will be placed into SecSen pay band 3 in Phase I for a period of twelve (12) to eighteen (18) months maximum during which time incumbent will be given a training plan and provided opportunities for development and increased responsibility. Upon successful completion of the development and performance goals, as specified in an Individual Development Plan, the individual will be non-competitively promoted to pay band 5 in Phase II.

PHASE I – ACCOUNTS PAYABLE TECHINICIAN – Pay Band 3

NATURE OF WORK

This is entry-level accounting work entering, examining and maintaining financial data and documents for the Senate Disbursing Office. Work includes receiving and filing vouchers, certifying payment schedules, and making and researching payments to vendors. Work is bound by generally accepted accounting principles, Disbursing Office procedures and practices and Senate Committee on Rules and Administration regulations regarding the payment of Senate expenses.

ESSENTIAL FUNCTIONS

Receives and sorts vouchers that are submitted by the various Senate offices. Performs a cursory audit to ensure vouchers have been electronically submitted and signed.

Runs internal batch jobs to sort and certify both paper check and electronic payments.

Prints and mails paper checks and transmits electronic payments via the Automated Clearing House (ACH).

Processes accounting memos, expense certification letters, and stop-pay adjustments as needed and prepares voucher documents using OMB accounting classification codes. Corrects any voucher errors when needed.

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: 3, 5 *FLSA: Non-exempt*

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On a timely basis, responds to inquiries from office managers, vendors, and other Disbursing office staff. Researches check payment information via Web FMIS or Treasury's Check Information System (TCIS).

Manages checks, envelopes, and file folders inventory and reorders supplies as necessary.

Prepares U.S. indebtedness letters and performs collection calls.

Daily organizes and files paid vouchers.

MINIMUM QUALIFICATIONS

Work requires an associate degree, bachelor's degree preferred, from an accredited institution, with a minimum of one to three years of accounts payable experience (Senate employees may substitute general Senate experience for this entry level position); or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Ability to verify and substantiate accounting data.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to communicate effectively, both orally and in writing.

Knowledge of governmental fiscal procedures, the federal budget process, and OMB object classifications codes.

Knowledge of generally accepted accounting principles and practices, including double-entry bookkeeping.

Knowledge of the flow of financial information into and out of the manual and automated portions of the Senate's financial systems.

Knowledge of account relationships and the techniques for compiling and verifying the accuracy of the required data.

Knowledge of the Senate's accounting system, fund accounting methods and techniques

Ability to analyze transactions and financial information.

Ability to use computer and relevant computer software packages.

PHASE II – ACCOUNT PAYABLE SPECIALIST – Pay band 5

NATURE OF WORK

This is administrative work responsible for the examination and interpretation of large volumes of financial data required by complex operations. Work involves performing audit-level review of vouchers, invoices, claims or contracts for the Senate. Work is bound by well-established accounting principles and standards, Senate Committee on Rules and Administration regulations, Ethics Committee procedures and Senate-specific requirements.

ESSENTIAL FUNCTIONS

Examines and performs the audit-level review of vouchers, invoices, claims or contracts for the U.S. Senate, including travel and transportation, goods and/or services provided to or by Senate contractual obligations; and adjustments, such as certifications (reimbursements), cash advances and check advances; approves vouchers electronically for Rules and Administration Committee review and approval.

Reviews and analyzes accounting charge and object class codes for governmental and commercial invoice payment transactions to ensure expenditures were charged to the proper entities.

Trains office managers, chief clerks and other Senate staff on permissibility of expenses, preparation of vouchers, and Senate rules and regulations.

Participates in Congressional Research Service (CRS) seminars; provides reference material and training on travel regulations to Home State staff.

Receives and responds to queries from office managers, chief clerks, other Senate staff and vendors regarding problems with billings or policies and procedures for expense reimbursement.

Maintains liaison with Senate staff providing information and assistance with technical problems relative to the various accounting documents, records and procedures. Compiles information, upon request for reports and statements and answers questions.

Monitors and tracks cash advances for assigned Senate offices to ensure that advances are paid within regulatory time limits and initiate collection against delinquent accounts.

Participates in the testing of new systems applications within the office; initiates registration of purchased equipment for all Secretary and Senate offices for inventory purposes; processes requests for manual payments and imprest fund reimbursements; proof reads

reports and provides cross-checking for colleagues on completed work to ensure efficiency and accuracy.

REQUIREMENTS FOR PHASE II:

High level of proficiency of the accounting systems, applicable federal, state and local regulations, policies and procedures. Proficient in the Senate's accounting systems and pertinent legislation.

Proficient in the generally accepted accounting principles and practices, double-entry bookkeeping, cash management principles, aged cash advance procedures and the process of obtaining payment of delinquent advances.

Knowledge of the flow and processing cycles of financial information and Senate cycles. Knowledge of disbursements and appropriation accounting procedures and techniques.

Knowledge of accrual account, budget object classes, data entry procedures, and financial management system programs, automated accounting systems including standard ADP processing concepts and familiarity with database management.

Ability to work independently and with a team in a high volume environment with emphasis on accuracy and timeliness.

Strong problem solving skills, documentation skills, research and resolution skills, data analysis and multi-tasking skills

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.

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.

PB: 3, 5 *FLSA: Non-exempt*

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