



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **VACANCY ANNOUNCEMENT (Previous Applicants Need Not Apply.)**

#### **POSITION**

Accounts Payable Specialist I

#### **DEPARTMENT**

Senate Disbursing Office

#### **SALARY RANGE**

\$54,314 - \$84,189

#### **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

#### **TELEWORK**

This position is eligible for limited telework up to two days per week after an initial introductory onsite period.

#### **POSTING DATE**

August 4, 2022

#### **DEADLINE FOR APPLICATIONS**

August 18, 2022 Applications will NOT be accepted after 11:59 p.m.

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

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:

[https://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf)

**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 [resumes@sec.senate.gov](mailto:resumes@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.

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**ACCOUNTS PAYABLE SPECIALIST I**

**Department:** Senate Disbursing Office

**Reports to:** Accounts Payable Supervisor

**NATURE OF WORK**

This is administrative work, which may at times be demanding and repetitive, involving the examination and interpretation of large volumes of financial data. Work involves performing audit-level review of vouchers, invoices, claims, and contracts for the Senate. Work is bound by Title 2 of the U.S. Code; generally accepted accounting principles; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; and Senate Disbursing Office procedures, practices, and guidelines, but requires independent judgment in setting priorities and handling time-sensitive assignments.

**ESSENTIAL FUNCTIONS**

Examine and perform the audit-level review of vouchers, invoices, claims, and/or contracts for the Senate (including travel and transportation, goods and/or services provided to or by the Senate through contractual obligations) and adjustments, such as certifications (reimbursements), cash advances, and check advances. Approve vouchers in the financial system by electronic signature before sending to the Senate Committee on Rules and Administration for review and approval.

Review and analyze accounting processing codes and object class codes for governmental and commercial invoice payment transactions to ensure expenditures are charged to the proper entities.

Receive and respond to queries from administrative managers, chief clerks, other Senate staff, and vendors regarding issues with billings or policies and procedures for expense reimbursement.

Provide Senate staff with information and assistance with technical issues related to the accounting documents, records, and procedures. Compile and provide information for reports and statements, answer questions, and provide necessary assistance.

Monitor and track cash advances for an assigned number of Senate offices to ensure that advances are paid within regulatory time limits and to initiate collection against delinquent accounts. Review daily reports and monthly advanced aging reports from a database; verify data to confirm that an advance is outstanding, and notify offices and individuals that paychecks will be withheld or other collection activity initiated; refer difficult cases to a Certifying Accounts Payable (AP) Specialist or to a supervisor; and ensure the appropriate fund is replenished.

Participate in the testing of new systems applications within the office; initiate registration of purchased equipment for all Secretary and Senate offices for inventory purposes; process requests for manual payments and imprest fund reimbursements; and proofread reports and provide cross-checking for colleagues on completed work to ensure efficiency and accuracy.

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*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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Maintain current knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; and participate in periodic exercises and drills.

As part of the Secretary's customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, email, telephone, photocopier, and fax machine. Regular, predictable, and punctual attendance is required for the performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

### **MINIMUM QUALIFICATIONS**

Associate's degree from an accredited institution required (bachelor's degree preferred), with one to three years of accounts payable experience and the following knowledge, skills, and abilities:

Knowledge of accounting systems and related policies and procedures, as well as applicable federal, state, and local regulations. Knowledge of the Senate's accounting systems and pertinent legislation a plus.

Knowledge of generally accepted accounting principles and practices, double-entry bookkeeping, cash management principles, cash advance and aging report procedures, and the process of obtaining payment of delinquent advances.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Knowledge of the flow and processing cycles of financial information. Knowledge of the Senate payroll and accounting cycles a plus.

Knowledge of accounting procedures and techniques applicable to disbursements and appropriation.

Knowledge of accrual accounting, budget object classes, data entry procedures, financial management system programs, and automated accounting systems. Familiarity with database management.

Ability to use computers and relevant computer software packages. Demonstrated keyboarding ability.

Ability to deal with others using tact and diplomacy at all levels of the Senate community.

Ability to communicate effectively, both orally and in writing.

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**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

None.

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