



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

**OPEN TO SENATE STAFF AND THOSE
REFERRED BY SENATE STAFF**

POSITION:

Accounts Payable Specialist II

DEPARTMENT:

Disbursing Office

SALARY RANGE:

\$61,080 - \$94,675

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:

July 2, 2018

**DEADLINE FOR
APPLICATIONS:**

July 13, 2018 Applications will NOT be accepted after 11:59 p.m.

The 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.

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ACCOUNTS PAYABLE SPECIALIST II

Department: Disbursing Office

Reports to: Accounts Payable Supervisor

NATURE OF WORK

This is advanced 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, expert processing of all vouchers (including the more rare types of vouchers), training other staff on processing vouchers, disbursement tasks and performing final review of vouchers as needed or requested. Work is bound by Title 2 of the U.S. Code, generally accepted accounting principles, Secretary of the Senate policies and procedures, *U.S. Senate Handbook*, *Senate Ethics Manual* and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities and handling 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 by electronic signature before sending to the 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 were charged to the proper entities.

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

Liaise with Senate staff providing information and assistance with technical problems relative to the various accounting documents, records and procedures. Compile information, upon request, for reports and statements, answer questions, and provide information and 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 the advance is still outstanding and notify offices and individuals that paychecks will be withheld or other collection activity initiated; refer difficult cases to a senior specialist or to a supervisor; ensure funds are replenished to appropriate fund.

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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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 impress fund reimbursements; proofread reports and provide cross-checking for colleagues on completed work to ensure efficiency and accuracy.

Provide training for accurate processing of all types of vouchers including the following:

- National Security Working Group
- Senate Child Care Center
- Workers' Compensation
- Select Committee on Ethics Part-Time Service Designee
- Representation of Foreign Dignitaries
- Foreign Travel Advances/Vouchers

Provide the monthly schedules for sorting, travel and advance training, and imprest processing for the department.

Perform final review of vouchers as needed or requested.

Run internal batch jobs to sort and certify both paper checks and electronic payments.

Print and mail paper checks and transmit electronic payments via the Automated Clearing House (ACH).

Respond to inquiries from office managers and vendors regarding check payment information and status via Treasury's Check Information System (TCIS).

Train and monitor selected Accounts Payable staff in the preparation of voucher uploads and internal certifications for posting by the Accounting Department.

Prepare and process stop-pay adjustments as needed.

Maintain the following files on a daily basis: prelist/paylist reports, check and ACH schedules and registers and stop-pay requests.

Serve as primary contact for inquiries from office managers and vendors regarding check payment information and status via TCIS.

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

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment, and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. 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, e-mail, telephone, photocopier, and fax machine. Regular, predictable and punctual attendance are 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 required (bachelor's degree preferred), from an accredited institution, with seven to ten years of accounts payable experience and the following knowledge, skills and abilities:

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

Knowledge of 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 Senate as an institution.

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

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 Automatic Data Processing (ADP) processing concepts and familiarity with database management.

Ability to train and monitor other staff, on targeted tasks as directed by the Accounts Payable Supervisor.

Ability to use computer and relevant computer software packages.

Demonstrated keyboarding ability.

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

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Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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