



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

ACCOUNTS PAYABLE TECHNICIAN

DEPARTMENT:

Disbursing Office

SUMMARY:

See Attached Position Classification

SALARY RANGE:

\$36,518 - \$56,601

CONTACT:

Human Resources
Room SH-231B Hart Building
Fax: 202-228-3603

POSTING DATE:

April 22, 2010

**DEADLINE FOR
APPLICATIONS:**

April 29, 2010 Applications will NOT be accepted after 6:00 p.m.
Fax or hand deliver applications. Do NOT mail. No phone calls please.

*** New *** E-mail your submission to resumes@sec.senate.gov.
Put the title of the position you are applying for in the Subject of
your e-mail. If you do not reference the position you are applying
for in the subject of your e-mail, your information may not be
forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for
Employment with a cover letter and current resume to the Human Resources
Department at the above address. Qualified candidates will be contacted if
selected for an interview.



ACCOUNTS PAYABLE TECHNICIAN

Department: Disbursing Office

Reports to: Disbursing Supervisor

NATURE OF WORK

This is entry-level accounting work entering, examining and maintaining financial data and documents for the Senate Disbursing Office. Work includes processing vouchers, invoices, claims or contracts of the U.S. Senate. Work is bound by generally accepted accounting principles, procedures and practices and Senate/Disbursing policy and procedures regarding the payment of Senate expenses.

ESSENTIAL FUNCTIONS

Examines and reviews vouchers, invoices, claims or contracts for the U.S. Senate; prepares coding documentation for the payment of vouchers and establishment of liquidation accruals; reviews accounting codes for governmental and commercial voucher payment transactions; and ensures expenditures are charged to the proper organization before payments to vendors are authorized.

Processes a variety of double-entry accounting transactions through different automated and manual systems; examines and analyzes classification of unusual transactions; maintains and reconciles Senate accounts that directly affect records and reports which are used by numerous other units throughout the Senate.

Enters accounting classification on vouchers and enters payment data into accounting system; reviews output and responds to routine error messages from the system; makes corrections to data when needed; assures all appropriate accounting documentation has been recorded in the accounting system and that the items or services have been received or approved for payment.

Inputs and queries voucher information in accounting system; verifies voucher status; matches vouchers to purchase orders; calculates due dates, discount due dates and any penalties that might be due; reviews data in the accounting system to ensure that accounts maintain proper relationships throughout the entire account structure; analyzes detailed accounts payable upon request; and responds to inquiries from office managers, vendors, and other Disbursing office staff to obtain or provide information or clarify data and resolve problems.

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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Code:

Prints and maintains check register; provides assistance to staff in the completion and submission of travel vouchers and travel-related problems; prepares and distributes vendor payments; prepares and enters collections data and schedules payments; and maintains records of collections from employees for debts owed the government.

Distributes monthly ledgers to Senate and Member offices; generates and distributes letters to state offices regarding the processing and reporting of quarterly state taxes and tax status.

Verifies the work of other technicians for arithmetical accuracy and posting to proper accounts; and ensures the proper documentation, summarization, and reconciliation of financial transactions.

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.

MINIMUM QUALIFICATIONS

Work requires a High School Diploma or G.E.D. with one to three years of accounts payable experience (Senate employees may substitute general Senate experience for this entry level position); or any combination of education and experience that provides the following knowledge, skills and abilities:

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

Knowledge of governmental fiscal procedures, the Federal budget process, and budget object classifications.

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.

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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Code:

Ability to analyze and classify unusual transactions.

Ability to use computer and relevant computer software packages.

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.

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

FLSA: Non-exempt

04/21/2010