



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Assistant Financial Clerk of the Senate

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

\$139,867 - \$203,700

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

June 15, 2022

DEADLINE FOR APPLICATIONS

June 28, 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.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

ASSISTANT FINANCIAL CLERK OF THE SENATE

Department: Senate Disbursing Office

Reports to: Financial Clerk of the Senate

NATURE OF WORK

This position oversees the technical and administrative work of accounting, payroll, benefits, and related financial services and financial systems that support the financial operations of the U.S. Senate. Work includes planning, scheduling, coordinating, implementing, and evaluating effectiveness of the policy, procedures, and internal controls over all operations of the Senate Disbursing Office. 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 in handling assignments.

ESSENTIAL FUNCTIONS

Assist the Financial Clerk in directing all of the accounting and financial operations and functions of the central accounting and payroll systems of the Senate; review the financial reporting; coordinate General Accounting Office (GAO) audits; review general ledger accounts reconciliations; and ensure that Senate financial reports are accurate, timely, and in accordance with the accounting and control standards of the Senate.

Ensure that the Report of the Secretary of the Senate is completed on a timely basis by the Deputy for Financial Management. Assist said Deputy with any questions or presentation decisions.

Develop, maintain, and document the Disbursing Office's accounting and financial management policies for the Financial Clerk's review; ensure policies are consistent with the organizational mission and comply with legal and regulatory requirements; establish internal program policies and procedures, develop instructions, provide guidance and advice, and evaluate program operations.

Support the Financial Clerk in the development of strategic long-term planning for implementation of payroll and financial systems modernization initiatives.

Assist the Financial Clerk with the supervision and monitoring of all Disbursing Office staff for task completion, guidance, and accuracy. Ensure that Disbursing Office staff attend relevant training sessions during the year and that evaluations and objectives are completed on a timely basis following guidance from the Office of Human Resources. Make recommendations for hiring, approve leave, and evaluate performance of direct reports.

Review for accuracy the President Pro Tempore order drafted by the Financial Clerk.

Provide guidance, advice, and assistance to direct reports, Senators, Senate staff, administrative managers,

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.



UNITED STATES SENATE OFFICE OF THE SECRETARY

and chief clerks; work closely with Disbursing Office deputies and supervisors to prepare financial directives and procedures; and serve as an office liaison to outside government officials and agencies.

Along with the Financial Clerk, ensure that financial transactions for the Senate are properly accounted for and monitored; ensure the various organizational functions are appropriately assigned to maintain internal checks and minimize opportunities for unauthorized, fraudulent, or otherwise irregular acts; and coordinate development, design, maintenance, and revision of automated accounting systems and user interfaces with internal and external contacts, as needed.

Along with the Financial Clerk, participate in the Disbursing Office portion of Disaster Recovery testing at the Alternate Computing Facility (ACF) to ensure that the site is operational for mission-critical tasks and functions.

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

Assist the Financial Clerk in ensuring that Disbursing Office employees adhere to guidelines of the Secretary's customer service initiative (known as R.A.T.E.); provide all customers with the highest level of customer service; and perform any other duties that may be prescribed by the Financial Clerk of the Senate.

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 performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree in business, accounting, finance, or related field with 8 to 10 years of government accounting experience and at least six years of supervising experience; and the following knowledge, skills, and abilities:

Knowledge of federal budgeting, federal financial systems and practices, and government accounting.

Knowledge of Disbursing Office financial management systems, functions, policies, and practices.
Extensive Senate experience and institutional knowledge.

Knowledge of the federal and/or Senate appropriations process, including but not limited to committee funding structure, Senators' Official Personnel and Office Expense Allowance (SOPOEA), and miscellaneous items.

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.



UNITED STATES SENATE OFFICE OF THE SECRETARY

Knowledge of budget execution, control over funds, and requirements from federal agencies that issue guidance for administering government funds.

Ability to handle confidential information with tact and diplomacy.

Excellent analytical and problem-solving skills and strong attention to detail.

Ability to analyze system performance, operation, effectiveness, and capability, and make sound and authoritative recommendations to management.

Ability to handle assigned projects from beginning to completion with minimal supervision.

Ability to communicate effectively, both orally and in writing.

Ability to develop and implement policy and operational guidelines and procedures.

Ability to manage large, complex fiscal activities in a decentralized environment.

Ability to master the principles, theories, laws, regulations, and practices of federal financial management.

Ability to monitor the obligations and expenditures of Senate funds using the Senate's automated accounting system to ensure that funds are disbursed in a timely manner and in accordance with appropriation law guidelines.

Ability to analyze proposed legislation for budget implications and to prepare cost estimates to recommend funding levels.

Experience supervising staff and preparing performance evaluations and improvement plans. Ability to recognize and solve personnel issues and conflicts.

LICENSES, CERTIFICATIONS, 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.