



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT
Previous applicants need not apply

POSITION

Financial Systems Application Specialist

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

\$94,383 - \$146,291

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

March 25, 2022

DEADLINE FOR APPLICATIONS

Open until filled. 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

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.

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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FINANCIAL SYSTEMS APPLICATION SPECIALIST

Department: Senate Disbursing Office/Financial Systems Program Office

Reports to: Financial Systems Program Manager

NATURE OF WORK

This is administrative and managerial work providing Federal financial management functional and technical subject-matter expertise for the management of the Senate's financial systems applications, specifically Oracle PeopleSoft Financial and Supply Chain Management (FSCM) General Ledger (GL), Commitment Control (KK), Accounts Payable (AP), Accounts Receivable (AR), and Purchasing processes. Work includes responding to questions from Senate financial systems users, implementing and testing system configuration and functionality, resolving technical or policy issues, training users, scheduling, and managing activities related to financial systems maintenance, upgrades, patches, and enhancements. 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 and Financial Systems Program Office procedures, practices, and guidelines, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Provide subject-matter expertise for use of PeopleSoft GL and KK module, including but not limited to: assisting accounting team with establishing budgets; entering complex transactions; reconciling general ledger accounts and creating correcting entries; and generating queries and reports to support business processes.

Translate user requirements to PeopleSoft configuration changes, queries, reports, or extensions; and assist in the tracking and resolution of system defects.

Lead testing and validation of PeopleSoft FSCM applications when patches, upgrades, and enhancements are implemented.

Provide oversight and guidance for recurring activities associated with maintaining PeopleSoft FSCM applications, including creating and maintaining PeopleSoft chart fields and ensuring that activity recorded within various FSCM modules ties to GL balances.

Provide oversight for development and implementation of financial statements for the Senate.

Act as a mentor for financial system support staff; support change management for the financial system including development and delivery of training to PeopleSoft FSCM users; author and disseminate user communication; and oversee the creation of instructional manuals, help content, and training materials.

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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Review policy and proposed business changes for impacts to financial systems and financial systems stakeholder groups.

Ensure financial systems functionality supports Senate financial policies; and recommend system changes and business process improvements.

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.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree in accounting or related field, with six to eight years of professional experience, or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Three years of progressive experience in the operation of a federal financial management system including support for recurring accounting and financial reporting processes.

Recent experience with complex, large-scale, integrated financial systems with strong emphasis on multiple accounting and finance modules, including funds control, GL, AP, AR, and/or Purchasing is preferred.

Knowledge of the United States Standard General Ledger (USSGL), as well as accounting theories, practices, methods, and techniques.

Ability to work independently and in a team environment with good communication and collaboration skills.

At least one year of experience with the PeopleSoft KK and GL module.

Demonstrated excellent analytical and critical-thinking skills to assess situations, troubleshoot, and make recommendations for solutions from both strategic and tactical perspectives.

Basic knowledge of the Legislative Branch is 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 commercial software application acquisition and sustainment leading practices, and procedures.

Experience in managing projects and knowledge of project management methodologies and tools.

Skill in testing commercial software applications and documenting and communicating results.

Ability to assist or conduct formal training, either one-on-one, or in a group setting.

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Ability to communicate effectively, both orally and in writing, and provide support to senior staff, information systems professionals, and non-technical users.

Ability to work and pay attention to detail under pressure and tight deadlines.

Excellent organizational and time management skills for handling multiple responsibilities at once.

Ability to maintain confidentiality of data.

Ability to work collaboratively, foster positive working relationships, and interact with users using tact and diplomacy.

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 of the Senate.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) preferred.

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