



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Financial Services Manager

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

\$99,085 - \$153,584

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

January 12, 2022

DEADLINE FOR APPLICATIONS

January 26, 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

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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OFFICE OF THE SECRETARY**

FINANCIAL SERVICES MANAGER

Department: Senate Disbursing Office

Reports to: Deputy for Benefits, Payroll, and Financial Services

NATURE OF WORK

This is managerial administrative work coordinating the business and financial activities of Senators and Senate staff for the Senate Disbursing Office. Work includes consulting and coordinating with Disbursing managers to ensure efficient delivery of benefits, payroll, cash processing, and other administrative and financial services provided at the Senate Disbursing Office Front Office (FO). 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

Provide authoritative guidance and assistance to Senate administrative managers; prepare and provide a comprehensive orientation to the operation and function of the Senate Disbursing Office and specifically the role of the FO; ensure managers understand controls for protecting the privacy of a Senator's personal information, payroll, and voucher data; explain Senate regulations, policies, and procedures for submitting various payroll/personnel actions and accounting transactions; and advise administrators of limitations and restrictions regarding Senators' allowance accounts, processes for obtaining and repaying cash advances, and other cash processing activities.

Direct the work of the FO staff; set objectives, goals, priorities, and timelines; assign and review work, provide guidance, and ensure subordinates' compliance with policies and instructions; approve leave; evaluate performance; and make recommendations for hiring.

Consult and coordinate with Disbursing managers; ensure the administrative and financial services of the FO continue to accurately and effectively support the delivery of pay, benefits, and services provided throughout the Senate Disbursing Office; monitor legislative and regulatory changes in benefits program administration and evaluate the impact to delivery of the Senate's services; provide recommendations and advice to ensure accuracy of advisory services.

Audit the financial activity of FO; ensure adherence to policies, proper accounting, and control of financial transactions; ensure accuracy of reported financial data for the FO; maintain cash drawer and petty cash fund; process statutory cash advances and repayments; reconcile and secure money in the vault; make currency requests and business transactions with banks; monitor and reconcile cash advance tracking system; provide notary service; and recommend enhancements to computer technology to support operations.

Review all Senate appointments and employment forms for accuracy and resolve discrepancies with administrative managers; determine employment eligibility of non-U.S. citizens; counsel staff on

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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benefits elections, participation options, and tax withholding; advise staff of procedures for making changes to elected benefits; and counsel separating employees about their rights to continued benefits, the impact of requesting refunds of retirement contributions, Thrift Savings Plan options, and unemployment compensation application procedures.

Assist administrative managers with calculations of pay; and disburse and reconcile payments associated with continuance of pay.

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

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.

MINIMUM QUALIFICATIONS

Work requires a high school diploma or GED with five to eight years of benefits/personnel experience; and the following knowledge, skills, and abilities:

Knowledge of the laws, regulations, and procedures regarding federal retirement programs, group life insurance, health benefits, and the Thrift Savings Plan.

Knowledge of Senate financial management operations, methods, precedents, procedures, and payroll regulations.

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 applicable computer databases and systems.

Ability to resolve and handle confidential, difficult, or sensitive matters or materials.

Ability to use computer and relevant computer software programs.

Ability to verify and substantiate accounting data.

Ability to plan, organize, coordinate, assign, and evaluate work of subordinate staff.

Ability to communicate effectively, both orally and in writing.

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Ability to establish and maintain effective working relationships.

Ability to deal with others using tact and diplomacy.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Ability to fulfill requirements to become a Notary Public.

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