U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION
Senior Staff Accountant

DEPARTMENT
Senate Disbursing Office

SALARY RANGE
$94,383 - $146,293

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
May 27, 2022

DEADLINE FOR APPLICATIONS
June 10, 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.
SENIOR STAFF ACCOUNTANT

**Department:** Senate Disbursing Office  
**Reports to:** Chief Accountant

**NATURE OF WORK**

This is advanced accounting work ensuring the accuracy and integrity of the Senate’s general ledger and financial system data. Work includes reconciling accounts, assisting with U.S. Treasury system implementations and reporting, as well as improvements to the general ledger and budget systems. Responsible for year-end close out and providing accounting support for several financial applications. Responsible for providing financial guidance to Senate offices on IRS regulations and reporting. Work is bound by Title 2 of the U.S. Code and generally accepted accounting principles, procedures, and practices. Work is further bound by Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments. Work is performed under the general supervision of the Chief Accountant.

**ESSENTIAL FUNCTIONS**

Prepare comprehensive financial statements, accounting records, and related reports for the U.S. Senate to submit to federal agencies, as needed; develop major segments of financial statements used for responding to auditor’s inquiries; direct Staff Accountants and Assistant Staff Accountants in the preparation of financial statements and reports; analyze and interpret financial statements and reports; identify issues and conditions that could affect the financial status of the Senate; and advise Chief Accountant or Deputy for Financial Management of findings and results of operations or other accounting related issues.

Assist the Financial Systems Program Office (FSPO) with improvements to the general ledger and budget modules and help with the testing of financial applications.

Provide front line supervision of Staff Accountants; assist in delegating responsibilities and directing work to staff; offer input into employee performance reviews of other Staff Accountants.

Resolve problems and respond to inquiries concerning financial statements/reports; control and monitor fiscal year-end adjusting and closing entries; and advise fund managers of data discrepancies and recommend corrective actions.

Analyze accounting data and report for accuracy and conformance with government-wide accounting principles, requirements, and internal Senate controls; and recommend corrections or adjustments to supervisor as needed.

Work with the Senate Stationery Room to provide Accounting Office support to the store management; prepare and review Fund Balance with Treasury and pay.gov reconciliations; prepare and review correcting journal entries; conduct regular audits of Stationery accounts; document procedures related...
to accounting tasks; assist with the year-end closing activities; and report issues to the Keeper of Stationery and the Chief Accountant.

Create new reports or modify existing reports to satisfy management information requirements; examine documents, records, and processes to ensure conformance with generally accepted accounting principles, new operating procedures, and revised regulations; and determine how account structures should be developed or modified to better reflect the nature of transactions.

Serve as the primary point of contact for internal and external auditors; review account balances, schedules, and systems in preparation for audits; coordinate work with auditor and accounting staff to ensure all materials are accurate and available for review; and formulate internal operating procedures and implement them as needed.

Monitor and review accounting transactions and reports prepared by Senators’ offices, Senate committees, and administrative and retail operations throughout the Senate.

Maintain current knowledge of the 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 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 bachelor’s degree in accounting, finance, or a related field (master’s degree preferred) with five to eight years of advanced accounting experience and the following knowledge, skills, and abilities:

Knowledge of government accounting theories, practices, and techniques.

Knowledge and understanding of the fiscal regulations, policies, and procedures of various governmental agencies.

Knowledge of financial accounting for a medium-size retail business.

Knowledge of Microsoft Access database management system.

Knowledge of financial reports preparation and procedures.
Knowledge of automated systems design practices and limitations to describe systems specifications and requirements to computer programmers.

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.

Ability to gather facts, perform analyses, and present recommendations to management and other officials in a clear and concise manner.

Ability to direct the work of others.

Ability to implement operational guidelines and procedures.

Ability to prepare accurate financial statements and reports.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

CPA certification preferred but not required.