



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Career Ladder Position:
Assistant Staff Accountant (Pay Band 7) to
Staff Accountant I (Pay Band 8)

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

Pay Band 7: \$65,313 - \$101,236
Pay Band 8: \$72,673 - \$112,643

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

April 30, 2021

DEADLINE FOR APPLICATIONS

May 14, 2021 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 vets@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.



**UNITED STATES SENATE
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**Career Ladder Position (CL)
ASSISTANT STAFF ACCOUNTANT to STAFF ACCOUNTANT I**

Department: Senate Disbursing Office

Reports to: Chief Accountant

NATURE OF WORK

This is a career ladder position in the Senate Disbursing Office under the Secretary of the Senate. An individual selected for the career ladder position will be placed into pay band 7 as an Assistant Staff Accountant for approximately 12 to 18 months, during which he/she will be in a training plan and provided opportunities for development and increased responsibility.

Upon successful completion of the development and performance goals, as specified in an Individual Development Plan (IDP), the individual will be promoted to the position of Staff Accountant I and will be granted a noncompetitive promotional increase into pay band 8. The employee will gain basic knowledge of the Accounting Section, its functions, and its role within the Senate. The employee will also gain a progressive understanding of the current financial system (PeopleSoft Financials), including ability to input and verify data, prepare journal entries, verify appropriation balances, and use the various accounting screens.

The employee will research and respond to inquiries regarding budget and balances from Office Administrators, Chief Clerks, and Senate support offices. The employee will provide guidance related to procedures, Senate policies, and U.S. Treasury guidelines.

**PHASE I – ASSISTANT STAFF ACCOUNTANT (CL) – Office of the Secretary of the Senate
Pay Band 7**

NATURE OF WORK

This is an entry-level position that supports the financial operations of the Senate Disbursing Office. Work includes preparing deposits and reviewing and posting vouchers for payment to employees and vendors. Work is bound by Title 2 of the U.S Code; generally accepted accounting principles, procedures, and practices; Disbursing Office guidelines; 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

Review accounts payable vouchers for accuracy and post vouchers for final payment and subsequent disbursement. Review vouchers on paper or electronically to ensure they have been coded correctly.

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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Perform Senate's accounts receivable, prepare deposit receipt activity, use Over-the-Counter Channel (OTCnet) to input deposits (CDs), and report deposits to Treasury.

Review, reconcile, and distribute financial reports to Senate staff and service offices; create and provide specialized reports to Senate managers and program directors; reconcile suspense and payroll accounts; and assist in preparing year-end closing entries and opening entries each fiscal year.

Assist in developing and establishing routine accounting policies and procedures for conducting business and coordinate procedural changes with Office Administrators and other users; and assist the Chief Accountant with year-end internal and external reporting for the Senate.

Prepare and review journal vouchers for obligations that are to be liquidated; evaluate and execute employee debt collection activities.

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

MINIMUM QUALIFICATIONS – PHASE I

Work requires a bachelor's degree in accounting or finance, with one to three years of accounting experience, and the following knowledge, skills, and abilities:

Knowledge of government accounting theories, practices, and techniques with special emphasis on GOALS II reporting.

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 federal government office financial management systems, policies, and practices including Office of Management and Budget (OMB) classification codes and the Standard General Ledger (SGL).

Knowledge of automated accounting procedures, techniques, concepts, systems-design practices, and limitations.

Knowledge of federal and Treasury regulations for the development and issuance of annual federal financial statements as required by OMB Circular A-136.

Knowledge of Senate policies regarding financial reporting.

Knowledge of IRS regulations.

Experience with PeopleSoft Financials preferred.

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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Ability to analyze accounting system issues and make recommendations to resolve them.

Ability to use a computer and relevant computer software programs.

Ability to communicate effectively, both orally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks and discomforts. Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, small parcels, etc. Regular, predictable, and punctual attendance is required for performance of duties.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

PHASE II – STAFF ACCOUNTANT I (CL) – Noncompetitive promotion to Pay Band 8

NATURE OF WORK

This is accounting work ensuring the accuracy and integrity of the Senate’s financial statements for the Senate Disbursing Office. Work includes preparing financial statements, accounting records, and related reports for the U.S. Senate. Incumbent offers guidance to Assistant Staff Accountants as needed. Work is bound by Title 2 of the U.S Code; generally accepted accounting principles, procedures, and practices; Disbursing Office guidelines; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; and the *Senate Ethics Manual*, but requires extensive interpretation and 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; provide guidance to Assistant Staff Accountants as needed 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 of Financial Management of findings and results of operations or other accounting-related issues.

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

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

Create new reports or modify existing reports to satisfy management information requirements; examine documents, records, and processes to assure 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 auditors 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 member offices, 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 and requires the use of normal safety precautions to avoid everyday risks and discomforts. Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, small parcels, etc. Regular, predictable, and punctual attendance is required for performance of duties.

MINIMUM QUALIFICATIONS – PHASE II

Work requires a bachelor's degree in accounting, finance, or a related field, with three to five 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 reports preparation and procedures.

Knowledge of automated systems design practices and limitations to describe systems specifications and requirements to computer programmers.

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

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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

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.