



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Staff Accountant II

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

\$85,335 - \$132,272

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.



STAFF ACCOUNTANT II

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 the implementation of new 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

Work with the Financial Systems Project Office (FSPO) in testing and implementation of year-end closing entries in the financial system.

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

Review suspense reconciliations prepared by Staff Accountant(s) I; review and post manual vouchers, including accounting memos and Letter of Certification for payment.

Examine documents, records, and processes to assure conformance with generally accepted accounting principles, new operating procedures, and revised regulations; determine how account structures should be developed or modified to better reflect the nature of transactions.

Assist the Budget Analyst in reconciling and preparing 1099s each year and make suggestions to improve the process, ensuring compliance with IRS regulations.

Assist the Chief Accountant with the implementation of new Treasury systems and procedures and serve as backup for Pay.gov flag implementation (Treasury system used to collect payments from constituents for flag purchases).

Assist the FSPO with the implementation of the new general ledger and budget modules and help with the testing of financial applications.

Provide accounting support to other Secretary offices.

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

Monitor and review accounting transactions and reports prepared by Senator's offices, Senate committees, and administrative and retail operations throughout the Senate.

Update and maintain the policies and procedures manual for the Accounting Section of the Senate Disbursing Office.

Lead the Senate's financial statements initiative by checking general ledger accounts and analyzing financial statement requirements; 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.

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 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, e-mail, 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 accounting or finance with five to eight years of accounting experience, and the following knowledge, skills, and abilities:

Knowledge of government accounting theories, practices, and techniques with special emphasis on government-wide accounting reporting and fund accounting.

Basic knowledge of the Senate as an institution, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Knowledge of the Senate's appropriation process.

Experience with PeopleSoft Financials preferred.

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.

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 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 and state tax filings.

Knowledge of system requirements, implementation, and testing of new financial systems.

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

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

Ability to implement operational guidelines and procedures.

Ability to prepare accurate financial statements and reports.

Ability to use a computer and relevant computer software packages.

Ability to communicate effectively, both orally and in writing.

Ability to effectively document policies and procedures after meeting with staff and make recommendations for improvement.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

CPA or master's degree preferred.

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