U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement
OPEN TO SENATE EMPLOYEES AND APPLICANTS REFERRED BY SENATE STAFF

POSITION: **Accounts Payable Specialist**

DEPARTMENT: **Disbursing Office**

SALARY RANGE: **$45,721 - $70,868**

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: **December 17, 2014**

DEADLINE FOR APPLICATIONS: **January 2, 2015** Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - http://www.senate.gov/employment.

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 accessing the on-line application and completing the checklist.

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
OFFICE OF THE SECRETARY

ACCOUNTS PAYABLE SPECIALIST

Department: Disbursing Office
Reports to: Accounts Payable Supervisor

NATURE OF WORK

This is administrative work responsible for the examination and interpretation of large volumes of financial data required by complex operations. Work involves performing audit-level review of vouchers, invoices, claims or contracts for the Senate. Work is bound by Title 2 of the U.S. Code, generally accepted accounting principles, Secretary of the Senate policies and procedures, Committee on Rules and Administration Handbook, Ethics Committee Rules and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities in handling unusual assignments.

ESSENTIAL FUNCTIONS

Examines and performs the audit-level review of vouchers, invoices, claims or contracts for the US Senate, including travel and transportation, goods and/or services provided to or by the Senate contractual obligations; and adjustments, such as certifications (reimbursements), cash advances and check advances; approves the voucher in ADPICS by electronic signature before sending to the Rules Committee for review and approval.

Reviews and analyzes accounting processing codes and object class codes for governmental and commercial invoice payment transactions to ensure expenditures were charged to the proper entities.

Receives and responds to queries from office managers, chief clerks, other Senate staff and vendors regarding problems with billings or policies and procedures for expense reimbursement.

Maintains liaison with Senate staff providing information and assistance with technical problems relative to the various accounting documents, records and procedures. Compiles information, upon request, for reports and statements, answers questions, provides information and necessary assistance.

Monitors and tracks cash advances for an assigned number of Senate offices to ensure that advances are paid within regulatory time limits and to initiate collection against delinquent accounts. Reviews daily reports and monthly advanced aging reports from a database; verifies data to confirm that the advance is still outstanding and notifies offices and individuals that paychecks will be withheld or other collection activity initiated; refers difficult cases to senior specialist or to supervisor; ensures funds are replenished to appropriate fund.

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.

Participates in the testing of new systems applications within the office; initiates registration of purchased equipment for all Secretary and Senate offices for inventory purposes; processes requests for manual payments and impress fund reimbursements; proof reads reports and provides cross-checking for colleagues on completed work to ensure efficiency and accuracy.

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a High School Diploma or G.E.D. with one to three years of accounts payable experience; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of the accounting systems, applicable federal, state and local regulations, policies and procedures. Knowledge of the Senate's accounting systems and pertinent legislation a plus.

Knowledge of generally accepted accounting principles and practices, double-entry bookkeeping, cash management principles, aged cash advance procedures and the process of obtaining payment of delinquent advances.

Knowledge of the flow and processing cycles of financial information. Knowledge of the Senate cycles a plus.

Knowledge of disbursements and appropriation accounting procedures and techniques.

Knowledge of accrual account, budget object classes, data entry procedures, and financial management system programs, automated accounting systems including standard ADP processing concepts and familiarity with database management.

Ability to use computer and relevant computer software packages.
Demonstrated keyboarding ability.

Ability to deal with others using tact and diplomacy at all levels of the Senate community.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION 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.