



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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

**POSITION:** ACCOUNTS PAYABLE TECHNICIAN

**DEPARTMENT:** Disbursing Office

**SALARY RANGE:** \$37,252 - \$57,739

**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:** August 13, 2015

**DEADLINE FOR APPLICATIONS:** August 27, 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 visiting:

[http://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](http://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](mailto: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.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran’s Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**ACCOUNTS PAYABLE TECHNICIAN**

**Department:** Disbursing Office  
**Reports to:** Accounts Payable Manager

**NATURE OF WORK**

This is entry-level accounting work that includes: entering, examining and maintaining financial data and documents for the Senate Disbursing Office. Work includes receiving and filing vouchers, certifying payment schedules, and making and researching payments to vendors. 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**

Receives and sorts vouchers that are submitted by the various Senate offices. Performs a cursory audit to ensure vouchers have been electronically submitted and signed.

Runs internal batch jobs to sort and certify both paper check and electronic payments.

Prints and mails paper checks and transmits electronic payments via the Automated Clearing House (ACH).

Processes accounting memos, expense certification letters, and stop-pay adjustments as needed and prepares voucher documents using OMB accounting classification codes. Corrects any voucher errors when needed.

On a timely basis, responds to inquiries from office managers, vendors, and other Disbursing office staff. Researches check payment information via Web FMIS or Treasury's Check Information System (TCIS).

Manages checks, envelopes, and file folders inventory and reorders supplies as necessary.

Prepares U.S. indebtedness letters and performs collection calls.

Daily organizes and files paid vouchers.

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*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.*

PB: 3                      FLSA: Non-exempt                      VEOA: COVERED

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

### MINIMUM QUALIFICATIONS

Work requires an associate degree, bachelor's degree preferred, from an accredited institution, with a minimum of one to three years of accounts payable experience (Senate employees may substitute general Senate experience for this entry level position); or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Ability to verify and substantiate accounting data.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to communicate effectively, both verbally and in writing.

Knowledge of governmental fiscal procedures, the federal budget process, and OMB object classifications codes.

Knowledge of generally accepted accounting principles and practices, including double-entry bookkeeping.

Knowledge of the flow of financial information into and out of the manual and automated portions of the Senate's financial systems.

Knowledge of account relationships and the techniques for compiling and verifying the accuracy of the required data.

Knowledge of the Senate's accounting system, fund accounting methods and techniques

Ability to analyze transactions and financial information.

Ability to use computer and relevant computer software packages.

### 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

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work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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