



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

OPEN TO SECRETARY OF THE SENATE EMPLOYEES AND INTERNAL REFERRALS BY SECRETARY OF THE SENATE EMPLOYEES

POSITION: FINANCIAL SYSTEMS ADMINISTRATOR

DEPARTMENT: Disbursing Office

SALARY RANGE: \$85,927 - \$133,188

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: November 19, 2014

DEADLINE FOR APPLICATIONS: November 30, 2014 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' Hiring for this position will be governed by the Veterans Employment

PREFERENCE:

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 www.senate.gov, click “Visitors,” then “Employment.” The Application for Veterans’ Preference will appear under “Secretary of the Senate Office of Human Resources.”

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.

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.

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FINANCIAL SYSTEMS ADMINISTRATOR

Department: Disbursing Office

Reports to: Deputy, IT and Strategic Planning

NATURE OF WORK

This is technical work ensuring the Senate's financial management information is timely, accurate, useful, and properly routed. Work includes planning, developing, implementing and maintaining systems, policies, procedures, and tools to ensure the integrity, reliability, accessibility and confidentiality of financial management information. Work is bound by federal laws, rules, regulations, Secretary of the Senate policies and procedures and Senate policies and procedures, but requires significant independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Develops and administers financial system security policies and procedures; and oversees system access levels and development of user access profiles.

Develops procedural instructions for maintaining financial system configuration and accounting classification structures and rules; implements or reviews system configuration and accounting classification modifications.

Identifies impacts of new regulations and instructions from a variety of government agencies on Senate financial systems; reviews and recommends action on proposed organizational changes, modifications, and exceptions to current financial system procedures and practices.

Leads activities associated with system implementations, new software releases and platform maintenance and upgrades, coordinating activities of various stakeholders, tracking the project schedule, action items, issues and risks associated with the release and communicating to users impacted by activities or software changes and enhancements; oversees vendor efforts related to functions and projects for which responsible.

Assists in the management and definition of financial system requirements and participates in systems configuration and design to ensure implementation of security policies and to accommodate the Senate's financial management and reporting requirements; serves as a subject matter expert for areas of functional ownership, including but not limited to, system security and accounting classification structure.

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: 12

FLSA: E

VEOA: C

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Oversees recurring system activities, such as New Year rollover, report data archive / purge and continuity of operations planning (COOP) and provides system administrative support as needed to maintain the underlying system tables and user security.

Provides operational support to FMIS users, assists these users with system functions, addresses questions and user issues reported by phone, email and in person and assists in the tracking of system and resolution of system defects; coordinates troubleshooting of systems' access and other related problems; submits problem reports; makes recommendations for modifications and enhancements to resolve problems.

Participates in meetings and conferences within the Senate and with other federal agencies and private institutions involving issues pertaining to the Senate's overall financial systems design and plans.

Develops and provides training to FMIS users, creates instructional materials and documents standard operating procedures and online help as needed for areas of responsibility.

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 Bachelor's Degree in Finance or Accounting, or a related field, with eight to ten years of financial systems experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of accounting principles, procedures, techniques, and controls for using them with automated systems.

Knowledge of federal accounting and auditing standards.

Knowledge of the Senate as an institution.

Knowledge of automated systems design methodologies, security and protection of data.

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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Knowledge of a wide range of principles, concepts, policies, and methods of security administration.

Ability to resolve complex financial system problems.

Ability to deal with others using tact and diplomacy.

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.

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