



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

OPEN TO SECRETARY OF THE SENATE EMPLOYEES WITH REFERRALS BY SECRETARY OF THE SENATE EMPLOYEES

POSITION:	IT Accounts Payable Tester
DEPARTMENT:	Disbursing Office
SALARY RANGE:	\$56,639 - \$87,791
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.

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IT ACCOUNTS PAYABLE TESTER

Department: Disbursing Office

Reports to: Shared reporting responsibilities between the Deputy for IT and Strategic Planning and the Accounts Payable Supervisor

NATURE OF WORK

This is administrative work evaluating, certifying and authorizing Senate payments that have been delegated to the Disbursing Office for sanctioning by the Committee on Rules and Administration. Work includes verifying that supporting documentation is accurate and payment is authorized under the specific appropriation or fund. Serve as liaison between the Accounts Payable Section and the IT Section. Assist with the testing of bug fixes and new Web FMIS (Financial Management Information System) releases with primary focus on how new functionality impacts the existing procedures and processes of the Account Payable Section. Assist with the training of office managers and chief clerks either in an individual or group setting. 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 final certification of all Senate payments for vouchers for which sanctioning authority has been delegated by the Committee on Rules and Administration.

Assists the Accounts payable Supervisor in assessing the skills and abilities of Accounts Payable Specialists; develops training plans and reviews the work of junior staff; provides guidance and assistance; ensures that they have the required tools, knowledge and skills to perform their jobs.

Identifies problems and specific issues related to the operation of Web FMIS; conducts preliminary analysis and suggests ways of improving the process.

Responds to Senate users' questions on Web FMIS system functionality, as well as provides guidance on the preparation of vouchers and clarifies appropriateness of expenses.

Tests new Web FMIS releases as they relate to accounts payable processing, especially the online auditing of vouchers under the imaging initiative.

Reviews testing scripts and documentation and provides suggestions for improvement.

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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Communicates testing results to the IT Project Manager and provides feedback on any performance issues, inconsistencies and inefficiencies noted within the Accounts Payable auditing process.

Assists with operational support of Web FMIS users, especially the concerns and issues noted by Disbursing Office's Accounts Payable user group regarding functionality and ease of use.

Assists and/or conducts formal, hands-on user training for Web FMIS users; helps in the creation of user manuals and the development of training materials.

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 Business, Information Technology or Liberal Arts, or related field, with three to five years of professional experience; or equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of the laws, regulations, and procedures regarding the processing of Senate financial transactions.

Knowledge of the functions, operations, policies and procedures used by the Senate Disbursing Office.

Knowledge of Senate Web FMIS, ADPICS and FAMIS computer systems.

Skill in testing automated systems and documenting and communicating results effectively, both orally and in writing.

Ability to identify, analyze and provide suggestions to problems encountered during testing.

Ability to assist or conduct formal training, either one-on-one, or under a group setting.

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Ability to work under pressure and with tight deadlines.

Strong attention to detail and ability to handle multiple projects and priorities.

Strong demonstrated interest in technology and its advancement.

Self-starter who demonstrates troubleshooting skills and a proactive approach in resolving problems and issues.

Excellent organizational and time management skills for handling multiple responsibilities including the training of office managers, testing Web FMIS releases and approving and sanctioning accounts payable vouchers.

Ability to establish and maintain effective working relationships.

Ability to deal with others using tact and diplomacy.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None

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