



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)  
Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>09-AC-OFOS-0024</b>	POSITION: <b>Director, Accounting Operations</b>
POSITION SERIES: <b>DS-510</b>	POSITION GRADE: <b>DS-16/1 – 16/10</b>
OPENING DATE: <b>September 30, 2009</b>	CLOSING DATE: <b>Open Until Filled</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: <b>October 15, 2009</b>	SALARY RANGE: <b>\$120,506 - \$146,226</b>  TOUR OF DUTY:
WORKSITE LOCATION: <b>810 First Street, N.E.</b>	AREA OF CONSIDERATION: <b>OCFO-Wide</b>
PROMOTION POTENTIAL: <b>None</b>	NO. OF VACANCIES: <b>One (1)</b>
AGENCY: <b>Office of Financial Operations and Systems (OFOS)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent is responsible for advising and assisting the Deputy Controller in the formulation, prescription and promulgation of financial management policies, standards, guidelines, controls and procedures; the management of departmental programs related to financial reporting to include forecasting, federal reporting, independent and operational audits; the formulation of financial management programs that increase efficiency and effectiveness; and the integration of program performance and financial data. The incumbent is responsible for monitoring and overseeing the design and development of the financial components to assure conformance to District and Federal requirements; providing technical assistance to the respective OFOS programs in the development or modification of the financial components of agency program systems, develops and maintain detail accounting and financial records of expenditures of federal funds and grants as well as appropriated funds in order to be in compliance with district and federal reimbursement requirements. Prepare appropriate reports and statements to provide management complete and timely financial information on the OFOS' expenditures. Makes critical analyses of data developed to assure that results represent reimbursable cost and through critical analysis determine the cause of variance reports to management, sound judgment and complete knowledge and understanding of the overall financial management program are a requisite in the performance of these duties. Develop departmental policy related to the ledger structure of the department to assure conformance to District, federal and other requirements, so that all assets and liabilities at the account and sub-account levels are properly recorded and timely reports and financial statements are prepared. Operates a quality control program, including ongoing review of the department accounting financial transactions to assure conformance to the district and federal standard general ledger, as well as to the departmental needs. **Applicants must submit an official transcript that verifies a degree in accounting or related field and 24 semester credit hours in accounting in order to be considered. If applicable, your application package must include an English translation of all foreign transcripts.**

**MINIMUM QUALIFICATIONS:** One (1) year of Specialized Experience performing the related duties and responsibilities at the next lower level. **In addition** – Applicant must have a degree in accounting **or** related field such as business administration, finance, **or** public administration that included **or** was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. The applicant's background must also include one of the following: (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination.

**SPECIALIZED EXPERIENCE:** Experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SELECTIVE PLACEMENT FACTOR(S):** Applicant must have a degree in accounting or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR DC2000.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated ability to prepare financial statements, financial reports and special analysis of these reports and expert knowledge of financial accounting, budgeting, control, and reporting principles, methods techniques and standards.
2. Strong leadership skills, including the ability to select, develop, and supervise subordinates and expertly communicate strategies and goals to achieve desired results.
3. Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures including knowledge of computerized information systems used in financial and or accounting applications.
4. Demonstrated leadership skills, including knowledge of management practices and principles and ability to manage professional and non-professional personnel.

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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

**IMPORTANT NOTICE TO ALL APPLICANTS:** Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the OCFO. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contact you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. **Thank you for considering employment at the OCFO!**

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) **INCOMPLETE APPLICATIONS (DC2000'S) WILL NOT BE CONSIDERED.** EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS, AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE FIRST SCREENING DATE OR CLOSING DATE OF THIS ANNOUNCEMENT OR THEY WILL NOT BE CONSIDERED.**

**NOTE:** It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**WHERE TO APPLY:**

OCFO – OMA – Human Resources  
941 North Capitol Street, N.E., Suite 1200  
Washington, DC 20002  
(202) 442-6523

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

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**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** Employment with the OCFO is subject to the completion and satisfactory result of a background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website ([www.cfo.dc.gov](http://www.cfo.dc.gov)). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty. You will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER