



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

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

ANNOUNCEMENT NO: RS-09-FI-OFOS-0022-R	POSITION: Accountant
POSITION SERIES: DS-510	POSITION GRADE: DS – 13/1 - 14/10
OPENING DATE: August 12, 2009	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: October 15, 2009	SALARY RANGE: \$74,888 – \$114,033 TOUR OF DUTY:
WORKSITE: 810 First Street, NE Washington D.C. 20002	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS-14	NO. OF VACANCIES: Two (2)
AGENCY: Office of Financial Operations and Systems (OFOS)	DURATION OF APPOINTMENT: Permanent

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

BRIEF DESCRIPTION OF DUTIES: The incumbent applies knowledge of generally accepted accounting principles, techniques, automated systems and regulations. Acts as the representative of the OFOS to senior management of individual agencies and performs any of a variety of assignments. Assists the assigned agencies in determining the impact and means of implementation of new policies, procedures and pronouncements of various external accounting associations. Monitors agency use of the SOAR and other financial systems to detect abnormal or unsubstantiated transactions and balances. Monitors closing procedures to ensure timely and accurate monthly, quarterly, and year-end closing. Reviews all accounting/business events recorded in the SOAR by assigned agencies and the Office of the Chief Financial Officer (OCFO) central offices. Adjust accounting entries as needed to comply with GAAP, applicable laws, and the District's financial policies. Works with the District Government's independent auditors during the annual audit of the accounting books of records to ensure that all business events are properly recorded and the auditors understand the District's business practices. Analyzes the status of unresolved and/or open audit recommendations; coordinates timely and effective resolution of reported deficiencies. **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.**

QUALIFICATIONS REQUIREMENTS: One (1) year of Specialized Experience performing the related duties and responsibilities at least the next lower grade 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; or (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing.

SPECIALIZED EXPERIENCE: Experience that has provided 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. Comprehensive knowledge of accounting and auditing theories, practices, methods, and techniques.
2. Comprehensive skills in analyzing accounting systems or in modifying and adapting conventional accounting and analytical techniques to solve a variety of accounting problems.
3. Ability to effectively and efficiently design, performs reviews, and prepares financial reports, utilizing effective communication skills both oral and written.
4. Comprehensive knowledge of Federal regulations associated with grants and DC Government policies and procedures.

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!**

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.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS AND SUPPORTING**

DOCUMENTS (copy of College/University Transcripts, etc) MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00 pm) ON THE CLOSING DATE OF THE ANNOUNCEMENT.

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:

Tanya Ricks

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

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.

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.

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). 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).

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.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER