Key Responsibilities of the Office of Financial Operations and Systems

**Accounting Operations**
- Maintains/manages vendor files and processes ACH requests
- Analyzes general ledger account balances and prepares/posts journal entries
- Completes monthly cash (and investment) reconciliations

**Financial Policies and Procedures**
- Provides written guidance to agencies to ensure consistency in accounting practices
- Reviews and approves Direct Voucher requests
- Handles Quick Payment Act compliance reporting

**Financial Control and Reporting**
- Prepares financial statements in accordance with generally accepted accounting principles
- Prepares position papers on new accounting standards and other emerging issues
- Advises agencies on proper accounting treatment for transactions, as needed

**Accounting Systems Administration**
- Analyzes financial data for errors and anomalies and responsible for financial system administration
- Coordinates and manages the monthly, interim, and annual closes
- Maintains the Chart of Accounts
- Responsible for financial systems security, financial systems training, testing of interfaces and DAFRINS, and Help Desk functions

**Pay and Retirement Services**
- Processes pay checks for District employees and maintains records of compensation and related payments
- Provides annuity payments and other related benefits to eligible former employees
- Administers pension benefits for U.S. Secret Service and U.S. Park Police
- Certifies retirement contributions for police, firefighters and teachers retirement plans and the civil service retirement system