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 the District's Annual Comprehensive Financial Report and Popular Annual Financial Report

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